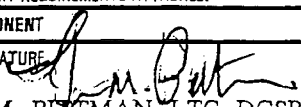
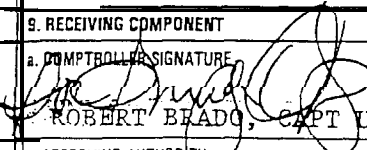
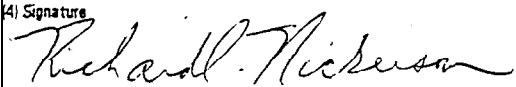
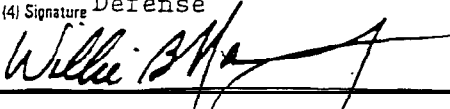


# SUPPORT AGREEMENT

1. AGREEMENT NUMBER (Provided by Supplier) WC1SH3-01 312-424		2. SUPERSEDED AGREE. NO. (If this replaces another agreement) N/A		3. EFFECTIVE DATE (YYMMDD)  		4. EXPIRATION DATE (May be "Indefinite") Indefinite	
5. SUPPLYING ACTIVITY				6. RECEIVING ACTIVITY			
a. NAME AND ADDRESS U.S. Army Alaska ATTN: APVR-RF&I-DRIS 600 Richardson Drive #6200 Fort Richardson, Alaska 99505-6200				a. NAME AND ADDRESS NMDJPO ATTN: NMDJPO-JNDA P.O. Box 1500 Huntsville AL 358074001			
b. MAJOR COMMAND U.S. Army Pacific - W8ON69				b. MAJOR COMMAND Ballistic Missile Defense Organization			
7. SUPPORT PROVIDED BY SUPPLIER							
a. SUPPORT (Specify what, when, where, and how much)				b. BASIS FOR REIMBURSEMENT		c. ESTIMATED REIMBURSEMENT	
See Support Category, POC, and Attachment Matrix on page three.  Refuse Collection and Disposal  Utilities				Cubic yards at pre-vailing contract rate  Metered or sq ft calculated at the "A" rate		<div>\$634.50</div> <div>\$4,722.43</div> <div>\$5,356.93</div>	
ADDITIONAL SUPPORT REQUIREMENTS ATTACHED:				<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
8. SUPPLYING COMPONENT				9. RECEIVING COMPONENT			
a. COMPTROLLER SIGNATURE  THURMAN M. PITTMAN, LTC, DCSRM		b. DATE SIGNED 28 Dec 00		a. COMPTROLLER SIGNATURE  ROBERT BEADO, CAPT USN		b. DATE SIGNED 7 Sep 01	
c. APPROVING AUTHORITY				d. APPROVING AUTHORITY			
(1) Typed Name RICHARD C. NICKERSON, COL, Chief of Staff				(1) Typed Name WILLIE BERNANCE, MG, U.S. ARMY			
(2) Organization USARAK, Ft Richardson, AK 99505		(3) Telephone Number (907) 384-2180		(2) Organization PEO and System Program Director, National Missile Defense		(3) Telephone Number (703) 604-3225	
(4) Signature 		(5) Date Signed NOV 8 2001		(4) Signature 		(5) Date Signed OCT 12 2001	
10. TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date.)							
a. APPROVING AUTHORITY SIGNATURE		b. DATE SIGNED		c. APPROVING AUTHORITY SIGNATURE		d. DATE SIGNED	

11. **GENERAL PROVISIONS** (Complete blank spaces and add additional general provisions as appropriate: e.g., exceptions to printed provisions, additional parties to this agreement, billing and reimbursement instructions.)

- a. The receiving **components** will provide the supplying **component** projections of requested **support**. (Significant changes in the receiving component's **support requirements** should be submitted to the supplying component in a manner that **will permit timely modification** of resource **requirements**.)
- b. It is the responsibility of the supplying component to bring any required or requested change in support to the **attention** of See block 5.a. prior to changing or **cancelling** support.
- c. The component providing reimbursable support in this **agreement** will submit statements of **costs** to: DFAS, 4300 Goodfellow Blvd, Bldg 110, P.O. Box 2200009, St Louis, MO 63120-0009
- d. All rates expressing the unit **cost** of services provided in **this** agreement are based on current rates which may be **subject** to change **for** uncontrollable reasons, such as **legislation, DoD directives**, and commercial **utility** rate increases. **The receiver** will be notified immediately of such rate changes **that** must be passed through to the **support** receivers.
- e. This agreement may be cancelled at any time by mutual consent of the **parties** concerned. This agreement may also be cancelled by either party upon giving at least **180** days **written notice to the** other party.
- f. In case of **mobilization** or other emergency, this agreement **will** remain in force only within supplier's capabilities.

ADDITIONAL GENERAL PROVISIONS ATTACHED:

☒ YES

☐ NO

SPECIFIC PROVISIONS (As appropriate: e.g., location and **size** of occupied **facilities**, unique supplier and **receiver responsibilities**, conditions, **requirements, quality standards**, and **criteria** for **measurement** (reimbursement of unique **requirements**.)

ADDITIONAL SPECIFIC PROVISIONS ATTACHED:

☒ YES

☐ NO

Activity & Support	Svc No	Basis of Reimbursement	Non-reimb Cost	Reimbursable Cost	POC	Phone No	ISA Page No
<b>1. (AG)</b>							
Y (Military)	a93	Non-reimbursable			EO Officer	384-2162	15
es	a08	Costs not covered through Open Allotment			Memorial Affairs	384-0399	16
g and Services	a07	Non-reimbursable			Administrative Services	384-1959	17
	a08	Non-reimbursable			Retired Services	384-3500	18
<b>2. Training, Mobilization (DPTSM)</b>							
Information		Special requirements or large quantities			Photo and Graphics	384-7150	19
edness		Non-reimbursable				353-6876	
s (Personnel, ems and	a18	Non-reimbursable			Personnel Sec	384-2284	21
	a21				Systems Sec	384-2191	23
s (Military)		Tuition and/or instructor cost			Information Sec	384-2271	
					Training	384-1690	24
						384-2115	
						353-2115	
						873-1209	
<b>3. Logistics (DOL)</b>							
ility (CIF)	a25	Special requirements, 10% annual maintenance fee and actual cost of lost, damaged, destroyed or non-returnable items		TBD	Central Issue	384-1828	25
nance	a27	Contract cost and/or in-house parts and labor			Maintenance	353-6516	
nance, Repair and )	a27	Contract cost and/or in-house parts and labor			Maintenance	873-4586	
Dining Facilities	a29	Customarily non-reimbursable			Maintenance	384-2419	28
	a24	Actual cost of purchase or services			Food Service	353-1633	30
						384-1823	31
					Petroleum Branch	353-6646	
						384-1843	32
						353-2662	
	a26	Labor cost and sq ft of utilized space			Warehouse	873-4496	33
						384-2801	
						353-6577	
						873-4495	
Services:					Chief	384-1805	
Support	a28	Lease, mileage and maintenance cost; and actual cost of damages			Motor Transportation	384-1432	34
						353-1757	
	a28	Civilian overtime labor				873-4581	
Travel	a28	Civilian overtime labor			In/Out Bound	384-1808	35
Property Shipment	a28	Civilian overtime labor			Travel	384-1810	35
					Transportation	384-1814	35

Activity & Support	Svc No	Basis of Reimbursement	Non-reimb Cost	Reimbursable Cost	POC	Phone No	ISA Page No
<b>Office (PAO)</b>							
ons, information	a84 a85 a86	Non-reimbursable			Public Affairs Officer	384-1542	36
<b>. Battalion</b>							
Processing Services	a18 a19 a20	Actual cost for output, run time, and disk space utilized			59 <sup>th</sup> Signal	384-0146	37
ment Repair and	a27	Contract cost and/or in-house parts and labor			59 <sup>th</sup> Signal	384-0117 353-7005	39
ent	a17	Non-reimbursable			59 <sup>th</sup> Signal	384-0146	40
	a17	Non-reimbursable			Mail and Distribution	384-0307 353-6898 873-4447	41
Processing	a15	Actual cost for user unique requirements			TCC	384-2231	42
(Mail)	a17	Actual cost			Mail and Distribution	384-0307 353-6898 873-4447	43
Management	a15	Long distance and incremental charges			Telephone Maintenance	384-0173	44
<b>Public Works (DPW)</b>							
ity Construction, tenance and Repair	a40 a41	Non-reimbursable			Customer Service Operations	384-3177 353-7192 873-4589	45
es	a57	Sq. Ft. of assigned building or space (Existing contract)			Contracting Representative	384-1824 353-6243 873-1215	46
ces; Indoor and trol		Reimbursable above base level support			Entomology Operations Pest Control	384-2990 353-6296 873-1281	47
leanup	a65	Actual cost per incident			Environmental	384-3003 353-6249 873-4665	48
pliance	a66	Actual cost of cleanup and training tuition cost			Environmental	384-3003 353-6249 873-4665	50
tion and Major		Actual cost of project			Project Management	384-3008 353-6243 873-1132	52
ance and Minor	a31 to a39	Actual cost of project			Operations	384-0098 353-6296 873-4589	54
uirements of Fire scharged for other ires)	a68	a. Non-reimbursable b. Actual cost c. Actual cost when discharged for other than fire suppression			Fire Chief	384-0774 353-6548 873-4625	57

Activity & Support	Svc No	Basis of Reimbursement	Non-reimb Cost	Reimbursable Cost	POC	Phone No	ISA Page No
<b>Public Works (DPW)</b>							
Construction and Disposal	a50	Non-reimbursable			Housing	384-0309	59
					Furnishing	353-1655 384-0092 353-7322	
	a60	Cubic yards at prevailing contract rate		\$634.50	Road/Ground Operations	384-1717 353-6296 873-4589	61
	a44 a45 a46 a47 a48	Metered or Sq. Ft., Calculated at the "A" rate		\$4,722.43	Operations Utility Engineer	384-1717 384-3519 353-7422 873-4582	62
<b>Program Directors</b>							
Police Disposal Services		IAW AR 75-15/AFJI 32-3002			MP Desk 716 <sup>th</sup> EOD	384-0823 384-7603	64
		Non-reimbursable			Operations	384-2038 353-1301	65
		Non-reimbursable			Civilian Pay	384-2197	66
	a77 a78	a. Non-reimbursable b. Special requirements c. Special requirements			Law Enforcement	384-0825 353-7886	67
Police Services	a82	Non-reimbursable			Installation Chaplain	384-2124 353-6271 873-4409	68
		Non-reimbursable			Chief of Staff	384-2180	69
		Tuition cost for training			Personnel Director	384-1361	70
	a11	Individual user fees			Child and Youth Services	384-2031	71
Police Services	a10	Non-reimbursable			DCA Director	384-1502	72
	a14	Tuition cost and user fees			Education Officer	384-0970	73
	a13	Individual user fees			Library	384-1648 353-2645	74
	a09	Non-reimbursable			ADAPCP	384-1417 353-1377	75
Police Libraries	a14	Special purchases			Librarian	384-0301 353-7297 873-3123	76
	a52	Individual user fees			Billeting	384-0436 353-7726 873-3109	77

Activity & Support	Svc No	Basis of Reimbursement	Non-reimb Cost	Reimbursable Cost	POC	Phone No	ISA Page No
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<b>Team Directors</b>							
Contracting Services	a75	Direct incremental costs attributable to Receiver			Procurement Analyst	384-7358	78
Opportunity (EEO)	a92	Direct incremental costs attributable to Receiver			EEO Office	384-2080 353-9063	79
ons, and Complaint	a87-89	Non-reimbursable			Inspector General	384-0323	80
ational Health	a95	Off-post inspections based on sq. ft., to include travel and per diem			Director	384-2329 353-7412 873-1129	81
c and Legal ers/dependents) l Jurisdiction	a79-81	Non-reimbursable			SJA	353-6534 873-4280	82 83
			<b>ISA Total</b>	<b>\$5,356.93 (+)</b>			

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Standard Provisions

1. The purpose of this Interservice Support Agreement (ISA) is to establish guidelines and procedures for providing administrative and logistical support to National Missile Defense Joint Program Office Site Activation Command (NMD JPO/SAC), hereafter referred to as the Receiver, by U.S. Army Alaska (USARAK), hereafter referred to as the Supplier. The support addressed in this ISA is provided by USARAK command elements at Fort Richardson, Alaska in coordination with, and subsequent to, the approval of the Receiver.

Note: Due to (BRAC) realignment and related personnel downsizing, many services identified within this agreement may not be available through Ft. Greely (FGA) command elements. FGA personnel will (within capabilities) prescribe alternate points of contact for Receiver requested services.

2. Interservice Support. USARAK shall provide requested support to other DOD activities when the head of the requesting activity determines it would be in the best interest of the United States Government, and USARAK determines capabilities exist to provide the support without jeopardizing assigned missions.

3. This ISA is authorized and written in accordance with (IAW) DoDI 4000.19, AR 5-9, AR 37-60, Defense Finance and Accounting Service-Indianapolis Regulation 37-1 and USCINCPACINST 4000.2N. Any USARPAC supplements to these Army regulations also apply.

4. Receiver's mission is: The mission of the National Missile Defense (NMD) program is to protect all 50 states from a limited number of long-range ballistic missiles launched from a rogue nation or as a result of an accidental or unauthorized launch from a current nuclear power. The NMD system is required to ensure that, with a very high probability of success, no weapons of mass destruction impact on US territory. NMD is being developed by the Ballistic Missile Defense Organization's (BMDO) NMD Joint Program Office (JPO). BMDO established an NMD Joint Program Office to manage the multiple-service components of the NMD system and oversee their integration into an effective architecture.

5. Review the financial provisions of this agreement annually, or as requested by either the Supplier or Receiver. Review the specific provisions triennially, or as requested by either the Supplier or Receiver. Forward all contested matters of support contained herein to respective higher headquarters for disposition and further direction.

6. Receiver maintains exclusive use of their assigned portion of Building 977 (Attu Hall), located on Fort Richardson, as specified in Real Estate Permit DACA85-4-00-63. Receiver maintains exclusive use of any facility or portion thereof, financed by, or constructed for/by Receiver. Control of facilities reverts to USARAK when no longer required by Receiver and Receiver notifies Supplier. NOTE: See Financial Provisions, paragraph 7 for building number, category code, description and gross square footage.

**Standard Provisions**  
(continued)

7. Receiver will report all violations or suspected violations of security to the DPTSM, Security Division at 384-2208. This responsibility includes incidents falling within the purview of DoD Reg 5200.1-R, AR 380, AR 381, and AR 604 Series.

8. Receiver personnel will abide by all post and installation regulations, directives, and policies, to include postal, fire, safety, security, and similar administrative procedures. Receiver personnel are permitted use of post and installation facilities in accordance with applicable regulations.

9. Should the Receiver fail to accept full quantity of reimbursable support provided for herein, the Supplier will make reasonable efforts to absorb and/or redistribute excess supplies or services. If redistribution or absorption cannot be accomplished, the Receiver shall reimburse (the Supplier) for any losses incurred by the Supplier.

10. Any contracts initiated by the Receiver or Receiver agency which have potential impact on the maintenance, repair, and/or modification of any real property owned or controlled by USARAK must first be reviewed by the Directorate of Public Works; then receive prior written approval of the Garrison Commander and/or Post Commander of the respective post. (This provision includes contracts for utilities, refuse collection/disposal, and the renovation or alteration of the interior/exterior of assigned facilities, etc.) The Receiver or Receiver agency is responsible for all costs, expenses and damages resulting from such a contract unless the Post Commander provides prior written relief from such responsibility.

11. If the Receiver requires available service not addressed within this agreement, the Receiver may submit a DD Form 448 (Military Interdepartmental Purchase Request) to the applicable budget office of the organization providing such service. If service is required on a recurring basis (at least once annually), the Receiver will submit a written request to incorporate the additional service(s) into this agreement. Submit request to U.S. Army Alaska, Defense Regional Interservice Support (DRIS) Office, ATTN: APVR- RRM-DRIS, 600 Richardson Drive #6200, Fort Richardson, Alaska 99505-6200.

12. Services are provided during posted hours of operation. Services shall be equal to those provided the Supplier's own military force; and within established USARAK standards and guidelines. **NOTE:** Reserve Component (RC) priority of Morale Welfare and Recreation (MWR) support is IAW AR 215-1.

13. Services offered by other agencies located within close proximity of USARAK Command elements include: Printing by the Defense Automated Printing Service, Defense Finance and Accounting Service by the Defense Military Pay Office, Medical services by US Army Medical Activity.

14. This agreement will remain in effect during implementation of OPLANS to the best ability of the Supplier.



Standard Provisions  
(continued)

15. Receiver point of contact: Site Activation Command Executive Officer [LTC Jay A. Smith] Box 898, ATTN: Site Activation Command, Elmendorf Air Force Base, Alaska 99506, (907) 753-2585 or Mr. Thomas Nutall, Site Activation Division, (256) 955-2818, NMD JPO, P.O. Box 1500, Huntsville, AL 35807-3801.

16. Supplier point of contact is:  
U.S. Army Alaska  
Director of Resource Management  
ATTN: APVR-RRM-DRIS  
600 Richardson Drive #6200  
Fort Richardson, Alaska 99505-6200  
Phone: (907) 384-7094 Fax: (907) 384-6122  
AK Defense Service Network (DSN) Access Code: 317

17. Commercial Activities Stipulations IAW AR 5-20, dated 01 Oct 97.

a. INTERSERVICE SUPPORT AGREEMENTS: Support agreements with other Army, Navy, or Air Force installations or with other DOD activities are not governed by AR 5-20, with the following two exceptions: (1) A cost competition study is required when a Support Agreement with another DOD activity would result in a change to or from contract performance; (2) pursuant to OMB Circular A-126, a cost competition study shall be conducted before providing aviation services (DA Pam 5-20, App C).

b. USARAK Directorates involved with the support outlined in this agreement have evaluated the support and have determined that it DOES NOT result in a change to or from contract performance, therefore a cost competition study is not required. Additionally there are no aviation services addressed in this support agreement.

**Distribution List**

1 - USARPAC, ATTN: APLG-PM, Fort Shafter, HI 96858-5100  
1 - DFAS Pacific Operating Location, ATTN: DFAS-PC/AOAA, Pearl Harbor, HI  
96860-7553  
1 - CPOC  
1 - USARAK DRM ASIP Manager  
4 NMD JPO NMD JPO/JND-AA

**NOTE:** Those activities within USARAK that require or are interested in either viewing or printing out this agreement refer to the Directorate of Resource Management website at [<https://drm.ak.pac.army.mil>] and go to the DRIS webpage.

**Financial Provisions**

1. Measurable mission-unique, above-base level of support is reimbursable (i.e. direct incremental costs), and is charged IAW DA policies and DOD instructions throughout the duration of this agreement. Categories identified as "Customarily Non-reimbursable"(CN) are *generally* provided at no cost to Receiver. However, the Supplier may charge Receiver for incremental costs(i.e. special requirements, supplies/materials, and civilian overtime or over hire) which are directly attributable to the Receiver. *NOTE:* During the next two to four years, numerous installation functions will be under A-16 studies, resulting in possible conversion to contracts. If future services convert to contractual arrangements, charges identified within this agreement will be IAW applicable contract terms and costs.

2. The Receiver will provide a DD Form 448 [Military Interdepartmental Purchase Request (MIPR)] to the Supplier for any required support. The MIPR will reflect a complete accounting classification to be charged; and it will include a point of contact and telephone number. The Receiver and Supplier will verify annually that a correct Bill-To address is on record with the Defense Finance Accounting Service (DFAS).

3. The Supplying activities will forward a DD Form 448-2 (Acceptance of MIPR) to the Receiver acknowledging a commitment to provide any requested support.

4. Funding and Reimbursement Arrangement: Billings are processed at close of each month by the Defense Finance Accounting Service, Pacific Operating Location, Pearl Harbor, Hawaii. Billings are processed under cross disbursing procedures [Transactions By Others (TBO)/Transactions For Others (TFO)]. This self-reimbursement (no check drawn) procedure is IAW DFAS-IN Reg 37-1. The Voucher for Transfer between Appropriations and/or Funds (and substantiating documents) will cite the applicable MIPR number, and will be forwarded to the Receiver's Bill-To address as reflected in paragraph 5 below.

5. Receiver's DODAAC is: HQ0006                      Receiver's UIC is: AEW27P060

Receiver's Bill-To address:

Defense Finance Accounting Service  
4300 Goodfellow Blvd.  
Building 110  
P.O. Box 200009  
St. Louis, MO 63120-0009

6. Supplier's Accounting Office address:

Commander  
Defense Finance Accounting Service  
Pacific-Operating Location  
ATTN: DFAS-PC/AOAA  
477 Essex Street, Box 1392  
Pearl Harbor, HI 96860-5806

Financial Provisions  
(continued)

7. (Receiver) will utilize:

Bldg No.	sq. Ft.	Description	Category Code	Real Estate Permit No.	Location
*Phase I 977	3,120	Office Space	610-50	DACA 85-4-00-63	ERA

\*JPO occupation of Building 977 will be on a phased basis beginning 1 October 00 with Phase I above, i.e. 3,120 gross square feet of office space which includes rooms 207 (C & D), 210 (D), and 213 (B, C, D). Future phases will be contingent upon vacation of the building by Garrison assets into other Garrison-owned facilities on the installation. NOTE: See diagram of Phase I office space at Attachment VIII to this agreement.

NOTE: Receiver shall obtain written authorization and approval from the DPW prior to changing usage of any facility, either whole or in part. Receiver will not acquire additional facility space on the installation (or relinquish space to another Receiver or unit) without prior written approval and coordination by the DPW. When facilities are no longer required, control reverts to USARAK. (This pertains only to Army-owned facilities.)

8. Manpower of activity supported:

	FY 01	FY 02	FY 03	FY 04	FY 05
Officers	2	5	9	TBD	TBD
Enlisted	0	1	5	TDB	TDB
Civilians	38	50	56	TBD	TBD
Contractors	23	29	31	TBD	TBD
<b>Total</b>	<b>63</b>	<b>85</b>	<b>101</b>	<b>TBD</b>	<b>TBD</b>

9. Billings for civilian labor are subject to additional charges to cover civilian personnel fringe benefits; plus an additional 25% for COLA when General Schedule (GS) employees are utilized. Contract labor is charged at contract cost. Overtime labor must be authorized in advance, and is charged at prevailing rates. **Note:** Current year fringe benefit charges = 24.5% (DOD rate) and 34.1% (others rate). The civilian personnel benefits rate fluctuates annually.

10. Reimbursement estimates are based on fiscal year end 00 cost summaries and/or estimated consumption figures. If a more accurate determinant exists it is used. Support provided through contractual arrangements is charged at the contracted rate. Price for supplies is derived from standard price lists or equivalent guidance. **NOTE:** Although the DODI requires that costs be reviewed annually to ensure continued accuracy of estimated reimbursements, limiting factors may preclude accomplishment. In such a case, inflation rates designated within the DoD Comptroller's Annual Inflation Guidance will be applied to any estimated costs within this agreement.

11. Reimbursable charges (paragraph 12) are based on estimates at the time of this writing. Estimates (MIPR amounts) may periodically increase due to change in future year costs or special Receiver requirements. Overestimated charges will be refunded to the Receiver through the MIPR process within the applicable fiscal year.

Financial Provisions  
(continued)

12. Submit MIPRs (or other mutually agreed upon funding documents) to the supplying activities as follows:

Activity	Categories (Services)	Amount
U.S. Army Alaska	Automated Data Processing Services	\$ _____
59th Signal Battalion	Automation Equipment Repair and Maintenance	_____
ATTN: AFSP-ASD	Document Management	_____
600 Richardson Drive #7100	Message and Data Processing	_____
Fort Richardson, Alaska	Postage Services	_____
99505-7100	Telephone Systems Management	_____
	<b>TOTAL MIPR AMOUNT:</b>	<b>\$ TBD</b>
U.S. Army Alaska		
Directorate of Plans,	Audio and Visual Information Support	_____
Training, Security, and	EOD Support	_____
Mobilization	Training Services	_____
ATTN: APVR-RPTM-RM		
600 Richardson Drive #6300		
Fort Richardson, Alaska		
99505-6300	<b>TOTAL MIPR AMOUNT:</b>	<b>\$ TBD</b>
U.S. Army Alaska	Civilian Personnel Advisory Services	\$ _____
Directorate of Community	Child and Youth Services	_____
Activities	Education Services	_____
ATTN: APVR-RCA-RMA	Technical and Legal Libraries	_____
Headquarters Loop	Transient Lodging Services	_____
Fort Richardson, Alaska		_____
99505-6600		
	<b>TOTAL MIPR AMOUNT:</b>	<b>\$ TBD</b>

Financial Provisions  
(continued)

<u>Activity</u>	<u>Categories (Services)</u>	<u>Amount</u>
U.S. Army Alaska		
Directorate of Logistics		
ATTN: APVR-RDL-AB	Equipment Maintenance	\$ _____
977 Davis Highway	Equipment Maintenance, Repair and Calibration	_____
Fort Richardson, Alaska	Food Services	_____
99505-7000	Laundry and Dry Cleaning	_____
	Petroleum	_____
	Procurement Services	_____
	Storage Facility	_____
	Storage and Warehousing	_____
	Supply Management	_____
	Transportation Services	_____
	<b>TOTAL MIPR AMOUNT:</b>	<b>\$ TBD</b>
U.S. Army Alaska	Resource Management (Civ Pay Processing)	\$ _____
Directorate of Resource	Police Services	_____
Management	Security Services (Special Requirements)	_____
ATTN: APVR-RRM-BB	CIF	_____
600 Richardson Drive #6200		
Fort. Richardson, Alaska		
99505-6200	<b>TOTAL MIPR AMOUNT:</b>	<b>\$ TBD</b>
U.S. Army Alaska	Common Use Facility Construction	
Directorate of Public Works	Operations, Maintenance and Repair	\$ _____
ATTN: APVR-RPW-BMF	Custodial Services	_____
730 Quartermaster Road	Entomology Services	_____
Fort Richardson, Alaska	Environmental Cleanup	_____
99505-6500	Environmental Compliance	_____
	Facility Construction and Major Repair	_____
	Facility Maintenance and Minor Repair	_____
	Fire Protection	_____
	Housing Services	_____
	Refuse Collection and Disposal	\$ 634.50
	Utilities	\$4,722.43
	<b>TOTAL MIPR AMOUNT</b>	<b>\$5,356.93</b>

G-1 Adjutant General

**EQUAL OPPORTUNITY**

**SUPPLIER WILL:** Provide Equal Opportunity (EO) education, counseling, and guidance. Process complaints (in support of military personnel) that include personal discrimination, institutional and systemic discrimination, sexual harassment and human relation incidents. Provide service IAW USARAK, DA, DoD, and Federal policies and regulations.

**RECEIVER WILL:** Present problems (that are not solved at unit level) through applicable unit EO representative to the USARAK EO Office for further assistance.

**POC:** FRA, EEO Officer, 384-2162

**Basis for reimbursement:**  
Non-reimbursable

G-1 Adjutant General

**MORTUARY SERVICES**

**SUPPLIER WILL:** Provide memorial affairs services. Provide, through a shared contract with the Air Force, mortuary services, i.e., recovery, identification, care, and disposition of deceased personnel.

**RECEIVER WILL:** Assist and provide documentation as requested by Supplier. Comply with installation directives.

**POC:** FRA, Casualty/Memorial Affairs, 384-0399

**Basis for reimbursement:**

Reimbursable, actual costs not applicable to Open Allotment



**G1-Adjutant General**

**PERSONNEL MANNING AND PERSONNEL SERVICES**

**SUPPLIER WILL:** Provide military personnel (Army personnel only) support and services. Maintain personnel records. Process personnel actions and awards. Provide social security services. Process identification cards, passports, stamps, line-of-duty investigative reports, in/out processing, and casualty assistance reports. Publish orders. Provide mobility training, non-combat and evacuation operations, relocation assistance, and transition assistance. Initiate Officer and Noncommissioned Officer Evaluation Reports.

**NOTE:** All incoming and outgoing personnel must process through the in/out processing office, Adjutant General. Official documentation is required to enroll/disenroll dependents in DEERS. Documentation includes: state/county birth certificates, divorce decree with judge or referee signature and seal, marriage certificate - registered in a county court or sealed.

**RECEIVER WILL:** Advise Supplier of any changes affecting records. Ensure that assigned personnel attend record reviews as required. Provide rating scheme to Supplier. Inform Supplier of all changes of rater and/or duty assignment of military personnel. Ensure completed reports are returned to Supplier for processing. Ensure personnel actions are requested and processed in compliance with appropriate policy and guidance.

Comply with Supplier's regulations and directives.

**POC:** FRA, Admin Services, 384-1959

**Basis for reimbursement:**  
Non-reimbursable

G-1 Adjutant General

RETIRED AFFAIRS

SUPPLIER WILL: Provide retired affairs services, to include interface between retirees and active duty members. Provide assistance in pre-retirement processing, recruiting, retention, preparing income tax returns, estate planning, family service centers, medical clinics, survivor benefit plan counseling, post service employment and other areas peculiar to the needs of the local retiree community. Provide services IAW applicable DoD, DA, and USARAK regulations.

RECEIVER WILL: Comply with Supplier's regulations and directives.

POC: FRA, Retirement Services Officer, 384-3500

Basis for reimbursement:  
Non-reimbursable

**Directorate of Plans, Training, Security and Mobilization**  
**AUDIO AND VISUAL INFORMATION SERVICES**

**SUPPLIER WILL:** Supply (IAW AR 25-1, 350-38, and DA Pam 25-91):

a. Photographic support including processing of black and white, color slide, and color print film, studio portrait photography, including DA photos, chain of command, and passport photos, copying, slide library, and loan of self help cameras.

b. Graphics services including self help facilities and supplies for manual graphics, illustrator support, and computer graphics support.

c. Video-graphic support consisting of self help video cameras, on base CCTV support (if available), 1/2" VHS video tape, and audio cassette duplication, limited film editing, and, on a cost reimbursable basis, limited video production.

d. Training aids, devices, and simulator fabrication, such as terrain boards, models, and displays are on a cost reimbursable basis only.

e. Full visual information and training support loan/issue library services. *NOTE:* Categories of equipment available for temporary loan are visual information, such as TV sets, video projectors, and public address sets, training devices, such as resuscitation mannequins and dummy weapons, Multiple Integrated Laser Engagement Systems (MILES), and visual information media, such as video tapes. Available for issue are graphic training aids (GTA). TSC AK can arrange for the purchase and permanent loan of visual information equipment and media, and training aids, on a cost reimbursable basis. Fund certification is required at time of request for support. TSC provides organizational level maintenance on TSC equipment.

*NOTE:* Instruction, advice, and consultation services are available through the DPTSM. Presentation support is limited to the loan of audio-visual equipment.

**RECEIVER WILL:** Complete a USARAK Form FL 105, Delegation of Authority to receive TSC Lending Property authorizing designated personnel to receive loan items. (Any additional paperwork will be completed at TSC.)

Comply with TSC policies and procedures.

**Directorate of Plans, Training, Security and Mobilization**  
**AUDIO AND VISUAL INFORMATION SERVICES**  
(continued)

**POC:** FRA, Photo and graphics support, 384-7150  
FWA, Photo and graphics support, 353-6876  
FGA, 873-1212

**Basis for reimbursement:**

Customarily Non-reimbursable (See Financial Provisions, para. 1)

*From the IG Information Bulletin, 4 Sep 96, for information only:*

**Maintenance and repair of Weaponers and MACSs**

With the closing of the Ft Richardson Battle Simulation Center, Multipurpose Arcade Combat Simulators (MACs) and weaponers were dispersed and are now maintained by various USARAK units. Recently, questions have arisen regarding procedures for maintenance of these pieces of equipment. Maintenance procedures are as follows:

Ft Richardson. MACSs and weaponers are repaired by COMMEL. The unit or activity must have a signature card on file. The unit submits a DA Form 2407 with the equipment. MACSs are brought to building 976 for repair. COMMEL will repair weaponers on site. Phone 384-2424 to coordinate turn-ins and for further information.

Ft Wainwright. MACSs and weaponers are repaired by the Installation Maintenance Facility (IMF). Again, the paperwork requirements are a signature card and DA Form 2407. The IMF also does on site weaponer repair. MACSs are turned in at building 3490. For more information or turn-in appointments phone 353-1654.

Ft Greely. MACSs and weaponers are turned-in to TASC, Building 600. From there they are shipped to Ft Richardson for repair. For more information phone 873-1212.

For units or activities maintaining MACSs and weaponers, Appendix C of FM 23-9 contains more information on MACSs and weaponers. Information includes temperature ranges and the area dimensions recommended for weaponer setup.

Directorate of Plans, Training, Security and Mobilization  
DISASTER PREPAREDNESS

SUPPLIER WILL: Provide a program to minimize the loss of operational capability caused by enemy attacks, major accidents, and natural disasters. Integrate disaster planning, training, and resource employment into a single program. Protect DoD resources from the effects of enemy attack, and restore primary mission assets following an attack. Minimize the effects of major accidents and natural disasters, and restore primary mission assets following them. Support civil authorities during major accidents and disasters. Protect the public. Mitigate public health and safety concerns in the event of major accidents or incidents involving DoD resources.

Provide DoD personnel with the best available physical protection from the effects of war or natural disaster (earthquakes, floods, hurricanes, volcanic eruption, or tornadoes). *NOTE:* The facility must provide shelter protection against wartime, nuclear, biological, chemical, and peacetime disasters while maintaining mission capability.

Provide appropriate and adequate disaster training for Receiver personnel.

Provide emergency heat and/or water upon occurrence of power/heat loss resulting from harsh winter conditions (-40 degrees Fahrenheit or colder).

Provide an effective system to quickly disseminate disaster information to affected personnel. *NOTE:* The Installation warning system must be designed for operation during disaster conditions.

Provide support to the Receiver in the event of a disaster. Establish command and control. Notify and update populace. Protect facilities, materiel, and people. Coordinate with local authorities. Maintain command and control. Clear access routes. Implement firefighting, search and rescue, casualty care, preventive medicine, damage control, casualty assistance, and mission impact assessment. Implement remains recovery, identification, and disposition. Establish displaced persons registry. Cordon hazardous areas. Restore critical assets. Restore primary mission capability. Request help when necessary. Reassess the situation. Assess stocks of food and water. Implement rumor control, sanitation control, and medical treatment, etc.

Ensure alarm signals are compatible with local systems.

Directorate of Plans, Training, Security and Mobilization  
DISASTER PREPAREDNESS  
(continued)

RECEIVER WILL: Comply with Supplier's regulations and directives.

NOTE 1: As a fundamental prerequisite for an effective disaster response capability, personnel assigned disaster preparedness program responsibilities will be scheduled for formal courses as soon as possible. They will be involved in on-the-job training to develop functional expertise. The disaster preparedness staff will determine refresher training frequency and duration.

NOTE 2: In the event of a disaster, notify personnel in the most expeditious method available. If standardized alarm signals are used, a 3-5 minute steady tone on sirens, horns, or other devices is an attention or alert warning. People should listen to local radio, television, or public address announcements for emergency information. A 3-5 minute wavering tone on sirens or a series of short blasts on horns (or other devices) is an attack or fallout arrival warning. People should take cover and other protective actions immediately.

NOTE 3: This program includes policies and procedures for plans and operations during pre, trans, and post periods. It includes procedures for responding to peacetime disasters and for helping civil authorities during civil emergencies and during President declared and undeclared peacetime natural disasters. The program also includes requirements for disaster preparedness training, materiel, and exercises.

NOTE 4: All DoD, civilian and contractor and military personnel are required to participate in the Disaster Preparedness Program.

POC: FRA, Plans Officer, 384-2284  
FWA, 353-9773  
FGA, 873-1209

Basis for reimbursement:  
Non-reimbursable

Directorate of Plans, Training, Security and Mobilization  
SECURITY SERVICES  
Personnel, Information Systems, and Information Security

**SUPPLIER WILL:** Support and conduct inspections (as required by regulations) on matters concerning personnel security and information/information systems security.

Establish policies and procedures used to process security clearances. Perform other duties inherent in a personnel security program. Establish policies and procedures IAW AR 380-67.

Ensure the integrity and security of information systems data and equipment IAW 380-19.

Implement uniform policies, standards, criteria, and procedures for security classification, downgrading, declassification; and for safeguarding information that is owned by, produced for or by, or under the control of the Receiver IAW AR 380-5, Department of the Army Information Security Program.

**RECEIVER WILL:** Comply with AR 380-67, Personnel Security Program. Provide DPTSM with verification of each service member's current clearance classification/access as recorded and verified by the unit security manager. Comply with Supplier's policies, directives, and supplements to the regulation pertaining to this support.

Comply with AR 380-19, Information Systems Security. Provide (annually) a letter or memorandum to the DPTSM listing all equipment that requires security. *NOTE:* Letter will include the type of item, manufacturer, model number, serial number and any other appropriate data.

Comply with AR 380-5, Department of the Army Information Security Program. Comply with Supplier's policies, directives, and supplements to the regulation pertaining to this support.

**POC:** FRA, Personnel Security, 384-2191  
FRA, Information Systems Security, 384-2271  
FRA, Information Security, 384-1690  
FWA, 353-7620  
FGA, 873-4203

**Basis for reimbursement:**  
Customarily Non-reimbursable (See Financial Provisions, para. 1)

Directorate of Plans, Training, Security and Mobilization  
TRAINING SERVICES  
(Military)

**SUPPLIER WILL:** Provide all aspects of training required by the military community. Manage and control DA Forms 1556 (Certificate of Training and Reimbursement). Process DD form 1610 (Travel Orders) for training related travel.

Provide Mobile Training Team (MTT) support, locations and training equipment.

Provide assistance with new equipment training.

Provide assistance and support for Cadet Leadership Training (CTLT).

Plan, coordinate, manage and execute the Pre-command Course conducted at USARAK.

**RECEIVER WILL:** Execute training IAW provided instructions. Proceed to School location IAW published travel orders. Complete applicable portion of DA Form 1556 upon completion of training.

**POC:** FRA, Training, 384-2115  
FWA, 353-2115  
FGA, 873-1209

**Basis for reimbursement:**

Reimbursable, individual travel, tuition, instructor costs



Directorate of Logistics

CENTRAL ISSUE FACILITY (CIF)

**SUPPLIER WILL:** Issue NMD SAC assigned soldiers individual OCIE. Provide temporary issue to VIPs, etc., as a bulk issue to unit representative. Provide (upon request) a list of available organizational clothing and individual equipment (OCIE). Provide blank DA Form 1687's for assignment by Receiver's hand-receipt representative. Review for approval all requests for OCIE submitted by the Receiver's representative. Provide to the Receiver's representative OCIE (by hand receipt) for identified visitors as directed or requested by Receiver. Support will be provided to all NMD personnel as requested and authorized by regulation and covered in this agreement.

Schedule issue/return dates. Conduct a reconciliation of hand receipt items upon return of OCIE; identifying those items which will be charged to the Receiver. Provide billing information to the Resource Management Division, Director of Plans, Training, Security, and Mobilization (DPTSM), 384-2126, for those items chargeable to the Receiver. NOTE 1: A 25% reimbursable sustainment charge will be levied to defray the cost of OCIE replenishment due to normal fair wear and tear (less non-returnable items). Charges will be applied to items lost, damaged or destroyed IAW AR 735-5; and at 100% for items requested which are non-returnable (i.e. socks, next to body items, etc.). NOTE 2: Issue, return, and accountability of OCIE is controlled by AR 710-2, DA Pam 710-Z-1, and 735-5.

**RECEIVER WILL:** Reimburse Supplier for lost, damaged, or destroyed OCIE items. Reimburse Supplier for issued non-returnable OCIE items. Submit funding documents to the Resource Management Division, DPTSM (FRA). Request current rate/cost of items from the supporting CIF.

Establish and maintain documents that authorize and identify the Receiver's representative (DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies and assumption of command letter). Submit, for approval to the supporting CIF, a list of Receiver personnel to receive OCIE. Identify items, quantities and time period (dates) for which OCIE is required.

Coordinate with the supporting Central Issue Facility (CIF) an issue/return schedule. Sign for release of OCIE from the supporting CIF. Be responsible for issued OCIE returns. Conduct reconciliation of OCIE items with the supporting CIF to ascertain whether charges will be made to the Receiver.

Provide receipt for Organizational OCIE issued from CIF using the computerized DA Form 3645 and/or DA Form 3645-1.

NOTE 1: IAW AR 710-2, unit commanders will provide the CIF with annual requirements (number of personnel) for OCIE support.

Directorate of Logistics

CENTRAL ISSUE FACILITY (CIF)

NOTE 2: IAW DA Pam 710-2-1, unit commanders will conduct reconciliation of OCIE records against personnel losses. This reconciliation is conducted quarterly (at minimum) to determine if soldiers have departed without clearing the OCIE issue point.

NOTE 3: In-process and out-process the CIF by appointment only. Accomplish direct exchange transactions on a first-come first-serve basis. Coordinate and schedule mass transactions through the CIF. True emergencies are handled on a case-by-case basis.

NOTE 4: Turn in clothing and equipment to CIF no later than five (5) working days prior to peacetime PCS.

Note 5: The standard for tenant customers is to reimburse the CIF:

- a. 25% for TA 50 (excluding next to body items) to cover the maintenance, sustainment and replacement due to normal fair wear and tear (FW&T).
- b. 100% for the non-recoverable next to body items that transfer with the soldier when ETS/PCS.
- c. IAW AR 735-5 for items that are lost, damaged (other than FW&T) or destroyed.

**POC:** FRA, CIF, 384-1828  
FRA, DPTSM, 384-2126

**Basis for reimbursement:**

Reimbursable; actual cost of items lost, damaged, destroyed and non-returnable items; and actual cost of purchases/services

**Note 1:** Standard level of support will be provided to military personnel only. Any civilian safety equipment desired is purchased using organization's IMPAC card. CIF will not purchase equipment not already authorized for use in USARAK.

**Note 2:** Above standard level of support includes support to civilian and contractor personnel, which is fully reimbursable.

- a. USARAK agrees to stock, maintain, and issue military items only those items specifically identified by NMD SAC in the quantity requested [initially enough to support 25 personnel]. Total number of personnel supported can be adjusted according to mission requirements and reimbursement charges modified accordingly.

Directorate of Logistics

CENTRAL ISSUE FACILITY (CIF)

b. NMD SAC agrees to provide funds by MIPR for the purchase of those items and quantities requested by NMD SAC. Additionally NMD SAC agrees to pay annually by MIPR for "next to body" items and a 10% [of total equipment purchase cost] annual charge due at the start of the FY, for maintenance, repair, and replacement of required equipment, commonly referred to as the "washout rate". NMD SAC agrees to provide a MIPR when requested for bulk-issued equipment lost or returned unserviceable on a case-by-case basis due to other than fair wear and tear.

**Note 3.** Soldiers get individual equipment issue, temp issues (VIPs etc) are issued bulk to unit representative.

**Directorate of Logistics**

**EQUIPMENT MAINTENANCE**

**SUPPLIER WILL:** Maintain and repair equipment utilized by the Receiver.  
Perform repairs either by qualified in-house personnel or contract personnel.  
Perform repairs during other than normal duty hours when funded for overtime.

Provide DS/GS maintenance support for government owned armament equipment  
(e.g., artillery, mortars, small arms, fire control systems).

Provide maintenance (DS/GS) support for government owned electronic equipment.

Provide GS with backup DS maintenance support for government owned tactical equipment.

Provide GS with backup DS maintenance support for government owned construction equipment.

Provide GS with backup DS maintenance support for government owned support equipment (e.g., compressors, pumps, generators, fuel bladders).

Provide oil analysis.

Provide various fabrication services (e.g., milling, welding).

Provide vehicle/equipment component repair.

Provide GS with backup DS maintenance support for government owned tentage/clothing equipment. (Fort Richardson does not have capability.)

Provide locksmith services.

Provide all services (listed above) as requested and with Supplier capabilities.

**RECEIVER WILL:** Provide to the DOL Maintenance Division a letter or memorandum that lists all equipment that may require maintenance. *NOTE:* Submit letter annually. The list will include type of item, manufacturer, model number, serial number, and any other appropriate data.

Initiate and submit work requests (DA Form 2407 or 5504) to the appropriate office. Cite the last 3 digits of ISA number on all work requests.

Directorate of Logistics

EQUIPMENT MAINTENANCE  
(continued)

Provide Signature Cards (DA Form 1687) to appropriate maintenance offices identifying personnel authorized to submit work requests.

Provide equipment density lists to each appropriate office. Update the list as equipment changes occur.

Deliver item(s) in need of repair to the designated maintenance facility on Fort Richardson.

Deliver DOL type maintenance items located at Fort Greely to the ADOL for evacuation to Fort Wainwright.

Report maintenance complaints (i.e. untimely service or poor quality work) to the Chief, Maintenance Division, DOL (FRA) or to ADOL Maintenance Branch, Quality Assurance Section (FWA).

Submit Military Interdepartmental Purchase Requests (MIPR) to the DOL Budget Office when requesting reimbursable work performance.

Comply with Supplier's regulations and directives.

**POC:** FRA, DOL, Maintenance Division, 384-2419/2407  
FWA, ADOL, Maintenance Branch, 353-1633; Quality Assurance, 353-1631

**Basis for reimbursement:**

Reimbursable; actual cost for shop rates/parts or contractor cost

**Directorate of Logistics**  
**EQUIPMENT MAINTENANCE, REPAIR AND CALIBRATIONS (AMC)**

**SUPPLIER WILL:** Provide maintenance and repair of equipment utilized by the Receiver. **NOTE:** Repairs are generally performed by qualified in-house personnel or through contractual arrangements.

Provide calibration service through a separate agreement between Elmendorf AFB and AMC and 74th Maintenance Battalion. Provide TMDE services (at Fort Wainwright) through agreement between AMC and USARAK (2d Maintenance Battalion).

**RECEIVER WILL:** Provide to the DOL Maintenance Division a letter or memorandum listing all equipment which may require maintenance. **NOTE:** Provide the list annually. The list will include type of item, manufacturer, model number, serial number, and any other appropriate data.

Initiate and submit to appropriate office work requests (DA Form 2407 or 5504) citing the last 3 digits of ISA number.

Provide Signature Cards (DA Form 1687) to appropriate maintenance offices identifying the names of personnel authorized to submit work requests.

Provide equipment density lists to each appropriate office. Update the list as equipment changes occur.

Deliver items needing repair to the designated maintenance facility on Fort Richardson.

Deliver DOL type maintenance items located at Ft. Greely to the ADOL for evacuation to Fort Wainwright.

Report maintenance complaints (untimely service or poor quality work) to the Chief, Maintenance Division, DOL (FRA), or to ADOL Maintenance Branch, Quality Assurance Section (FWA).

Submit Military Interdepartmental Purchase Requests (MIPR) to the DOL Budget Office when requesting reimbursable work performance.

Comply with Supplier's regulations and directives.

**NOTE:** The LSI will be responsible for maintaining their TMDE to the applicable standard traceable to the National Institute for Standards and Technology (NIST).

**POC:** FRA, Maintenance Div, 384-2419/2407  
FWA, Maintenance Div, 353-1633; Quality Assurance, 353-1631

**Basis for reimbursement:**  
Reimbursable, actual cost of shop rates/parts or contract cost

Directorate of Logistics

FOOD SERVICES  
Food Advisor and Dining Facilities

SUPPLIER WILL: Operate dining facilities. Provide, prepare and serve food to authorized personnel IAW AR 30-1, The Army Food Service Program.

Maintain dining operation and facilities IAW AR 30-1 and FM 10-23-2, (Tactics, Techniques, and Procedures for Garrison Food Preparation and Class I Operations Management).

RECEIVER WILL: Comply with Supplier's regulations and directives.

POC: ERA, Installation Food Service, 384-1823

Basis for reimbursement:

Customarily Non-reimbursable (See Financial Provisions para 1.)

**Directorate of Logistics**

**PETROLEUM    RETAIL**

**SUPPLIER WILL:**    Establish an account for issue of retail petroleum products (MOGAS and diesel; bulk and/or service station fuel). Provide service station fuel through use of a key system.

Provide retail petroleum products, MOGAS and diesel within capability.

Submit Receiver's charges to the DOL billing office monthly. *NOTE:* Accounts will not support fuel requirements for General Service Administration (GSA) vehicle support obtained through the TMP office, Transportation Division. GSA vehicles loaned through the TMP office are fueled by a GSA account, which is processed through the TMP and billed by GSA methods.

**RECEIVER WILL:** Comply with applicable DA and USARAK regulations and directives for obtaining bulk petroleum products and retail fuel for GSA leased vehicles.

Establish an account with the POL office. Identify if account is to be bulk fuel and/or service station fuel.

Maintain current DA Form 1687 (Notice of Delegation of Authority-Receipt of Supplies) specifying personnel authorized issue and receipt of bulk fuel products.

Comply with U.S. Government National Credit Card (SF Form 1490 procedures to purchase petroleum products and retail fuel for GSA leased vehicles.

Submit a DD Form 448 [Military Interdepartmental Request (MIPR)] to DOL Budget itemizing requested product(s).

**POC:**    FRA, DOL Budget, 384-7019  
            FRA, Petroleum Branch, 384-1843  
            FWA, 353-2662  
            EGA, 873-4496

**Basis for reimbursement:**

Reimbursable; actual cost of purchases/services



Directorate of Logistics

STORAGE FACILITY

SUPPLIER WILL: Provide warehouse/storage space on a case by case basis within capability (e.g, secure storage). Provide easy access to all stored goods. Allow for safe care of the materials stored. Note: Access to storage areas is limited to normal duty hours.

RECEIVER WILL: Reimburse overtime costs generated by service provided outside of normal operating hours.

POC: FRA, Storage Facility, 384-2801  
FWA, Storage Facility, 353-6577  
FGA, Storage facility, 873-4495

Basis for reimbursement:

Reimbursable; actual cost of purchases/services

Note: Upon conversion to MEO or contract operations, workload generated outside the performance work statement will be 100% reimbursable for manpower and materials.

Directorate of Logistics

TRANSPORTATION SERVICES  
General Services Administration (GSA) Vehicles-Receivers

**SUPPLIER WILL:** Provide GSA non-tactical buses (24 or more passenger) and cargo vehicles (5 ton and larger) as needed and justified for one-time requirements. Provide drivers/operators for GSA non-tactical vehicles.

**NOTE 1:** Light duty vehicles, such as, pick-ups, carryalls and sedans are not available for one time use and should be rented from a local rental agency.

**NOTE 2:** If vehicles are required for recurring dispatch and/or permanent assignment, it is recommended that the Receiver develop their own contract with GSA.

**NOTE 3:** The number of drivers/operators is dependent upon the number of vehicles required to transport personnel and/or cargo being moved. Drivers will not be provided for vehicles less than 5 tons, or for vehicles with a seating capacity of less than 24 passengers.

**RECEIVER WILL:** Reimburse Supplier for costs incurred in repairing damages not due to fair, wear and tear.

Comply with Supplier's guidance and directives.

**NOTE:** Only authorized, qualified, and properly licensed personnel can operate vehicles. **Government vehicles are for "Official Use" only. Request and process all** repairs through the GSA contract.

**POC:** FRA, Transportation, 384-1432  
FWA, 353-1757  
FGA, 873-1285

**Basis for reimbursement:**

Reimbursable; lease, mileage and maintenance, operator/driver cost; and for actual cost of damage as stated on the billing documents received from GSA

Directorate of Logistics

TRANSPORTATION SERVICES  
(Other than GSA Vehicles)

SUPPLIER WILL: Provide complete passenger travel service IAW appropriate regulations.

Provide movement of personal property and privately owned vehicles IAW appropriate regulations.

Provide freight movement services on request IAW appropriate regulations.

RECEIVER WILL: Provide Travel Orders for all official travel. Ensure that Travel Orders reflect proper destination, special entitlements and chargeable fund code.

Furnish appropriate documentation for shipping/receiving of freight. Provide funding documentation as appropriate.

Comply with Supplier's guidance and directives. Comply with related directives and instructions. Furnish appropriate documentation to ship/receive personal property.

POC: FRA, Transportation, 384-1831  
FWA, 353-1115  
FGA, 873-1124

Basis for reimbursement:

Reimbursable; civilian overtime labor costs



Public Affairs Officer

COMMUNITY RELATIONS, NEWS MEDIA AND  
INFORMATION STRATEGIES

**SUPPLIER WILL:** Provide command information support to include access to soldiers and their families via the weekly USARAK newspaper, the Army in Alaska unofficial installation guide, and post maps of Forts Richardson and Wainwright.

Support Receiver's community relation efforts, subject to operation requirements. (This includes, but is not limited to open house programs, charity fund raising events, and public relations activities.)

Handle media release(s) and queries.

Provide media relations support of events and actions that affect both the Supplier and the Receiver.

Provide services IAW Department of Defense Directive 5410.18.

**NOTE:** The Commanding General and the Public Affairs Officer are the only clearing authorities for release of unclassified information to the news media and general public, to include interviews, speeches, photographs, news releases and other materials. Additionally, soldiers and DA civilian employees desiring to seek publication of their military-related photographs/manuscripts/tapes are required to submit these materials to the Public Affairs Office for review prior to coordination with or submission to a media outlet.

**RECEIVER WILL:** Provide information and newsworthy items to installation Public Affairs Officer. The NMD JPO Public Affair Officers will be the only clearing authority for release of unclassified information with regards to the NMD program to the news media and general public, to include interviews, speeches, photographs, news release and other materials.

Support the Supplier's community relations program.

Comply with Supplier's regulations and directives.

**POC:** FRA, PAO, 384-1542

**Basis for reimbursement:**  
Non-reimbursable

DOIM/59th Signal

**AUTOMATED DATA PROCESSING SERVICES**

**Concept of Operations:** The NMD JPO will look to the host installation for automation support to administrative activities, primarily the Site Activation Command, on Ft. Richardson. The JPO will function as an end-user and look to the DOIM for all network support. It is anticipated that the JPO will have a requirement for both NIPRNET and SIPRNET access at the Site Activation Command location.

**SUPPLIER WILL:** Monitor and maintain networks down to the entry into the Local Area Networks and the Wide Area Networks. Administer and manage User Ids, passwords and local access profiles. Ensure compliance with DoD security requirements. Review and document security incidents or violations and provide input to the JPO Site Activation Command Commander.

**Operations of Hardware & Systems Software:** Operate and maintain a stable hardware and software environment; coordinate and implement system software changes; provide for the backup of all data files with each system. Provide a physically secure operations environment.

**Computer Input:** Receive, edit, and combine data input into appropriate cycles. Verify the completion of remote scheduled transmissions of input data; furnish assistance in the scheduling and transmission of input data from remote sites; provide input parameter information.

**Computer Output:** Provide output via telecommunications lines; on-line print viewing; detailed instructions for output processing and distribution requirements. Maintain authorized list of persons who may receive and sign for output and ensure special form requirements are included in the application documentation or job control language. Provide alternative media for hardcopy output. Furnish a central area of the distribution of output.

**Production Control:** Set up and initiate regularly scheduled tasks to meet the mutually agreed to timeframes. Provide a schedule of processing requirements, determine priorities within an application and advise of anticipated changes in processing schedules as far in advance as possible.

**Contingency:** Maintain backup copies of host-site resident system software, application software, job control language, data files, support files and applicable documentation. Notify the customer in the event that a contingency plan must be implemented. Establish and maintain backup support agreements with other processing activities to ensure continuance of customer support.

**Teleprocessing:** Operate and maintain a stable communication hardware and software environment. Provide terminal access availability in accordance with user provided schedules. Monitor telecommunication lines for reliable service; coordinate hardware/software system problem resolution with vendor personnel; provide site preparation and survey in customer's spaces prior to terminal installation; and provide access control to the computer IAW information provided by the customer.

DOIM/59th signal

AUTOMATED DATA PROCESSING SERVICES (cont.)

Restart/Recovery: Provide problem analysis and restart/recovery of application systems. Report and provide solutions, where possible, for application system problems to coordinate problem resolution with interested parties; provide assistance when requested; perform reconstruction and reloading of application files required; apply program or job control language correction in emergency situations following approval of the customer.

Help Desk: Provide a help desk that acts as the primary contact between the CNO and the customer. When service problems arise in the area, the Help Desk should be notified as to the customer problem, customer location, type of hardware component involved, application involved and how long the problem has existed. The user serves as an integral part of problem resolution by being able to define the type of problem existing, especially in functional area problems.

Files Management: Ensure the completeness of application files. Guarantee the efficient utilization of the application files. Recommend the placement of application files on mass storage, perform reorganization routines for data files, reload damaged mass storage application files from backup, reconstruct files in accordance with existing documentation, resolve problems concerning the integrity of application files.

Program and System Releases: Inform the customer when new or revised application programs are available for implementation. Ensure that supporting operations documentation is received and acceptable. Establish any necessary system software parameters required for the execution of an application test. Provide functional acceptance/testing for system manager approval; supply deadline times for the receipt of output; furnish an implementation memorandum and associated required items to the CNO. Maintain and provide to the CNO primary and secondary points of contact list for each application; provide a central coordination contact point on the application level to receive, screen and relay all problems within the activity of the CNO customer support center. Identify required system software parameters in support of an application system; approve and coordinate the implementation of new or modified application programs; perform initial building data files; and implement new/revised program job control language, other changes and mass registration of files provided.

RECEIVER WILL: Comply with Supplier's policies, directives and regulations.

POC: FRA, 59th Signal 384-0146

Basis for reimbursement:

Reimbursable, actual cost based on the amount of output; actual run time and disk space consumed.

DOIM/59th Signal

AUTOMATION EQUIPMENT REPAIR AND MAINTENANCE

Concept of Operations: JPO plans to initially procure office automation equipment through the 59<sup>th</sup> Signal Battalion.

SUPPLIER WILL: Provide maintenance and repair of equipment utilized by the Receiver. Perform in-house repairs by qualified or contracted personnel.

Provide maintenance and repair of office automation equipment.

Provide repair and maintenance of facsimile machine and copiers.

Provide for the maintenance and repair of telecommunication equipment and their components.

Provide services as required and within capabilities.

RECEIVER WILL: Comply with Supplier's regulations and directives. Send by letter or memorandum a complete listing each year of all equipment which may require maintenance. (This list should include type of item, manufacturer, model number, serial number, and any other appropriate data.)

Initiate and submit work requests, citing the last 3 digits of ISA number.

Submit DA Form 1687, Signature Cards, to appropriate maintenance offices, citing names of personnel authorized to submit work requests.

Provide equipment density lists to each appropriate office. Update list as equipment changes occur.

Deliver item for repair to the designated maintenance facility on Fort Richardson, as requested or appropriate.

POC: FRA, 59th Signal Battalion, 384-0117  
FWA, 353-7005

Basis for reimbursement:

Reimbursable; actual cost based on shop rates/parts or contractor cost



DOIM/59th Signal

DOCUMENT      MANAGEMENT

SUPPLIER WILL: Provide administrative support in the areas of record management to include inspection of files to ensure compliance with DoD regulations, personnel locator, forms and publication information.

Provide forms, publications, and records management support. Provide records holding area (RHA) services. Provide assistance visits.

Provide training.

Provide support IAW DoD regulations.

RECEIVER WILL: Prepare and submit signature cards as appropriate.

Initiate and submit requisitions for military publications and blank forms IAW Supplier's procedures.

Comply with Supplier regulations and directives.

POC: FRA, 59<sup>th</sup> Signal Battalion, 384-0146

Basis for reimbursement:

Customarily Non-reimbursable (See Financial Provisions, para. 1)

DOIM/59th Signal

MAIL SERVICE

SUPPLIER WILL: Provide acceptance, sorting, routing and delivery of incoming and outgoing official mail and distribution.

Provide briefing and instruction on duties and responsibilities of Mail Control Officer.

RECEIVER WILL: Comply with applicable regulations and directives.

POC: FRA, Mail and Distribution Branch, 384-0307  
FWA, 353-6898  
FGA, 873-4447

Basis for reimbursement:  
Non-reimbursable

DOIM/59th signal

MESSAGE AND DATA PROCESSING

SUPPLIER WILL: Manage all electronic communications. Establish a Receiver support service with features and capabilities of electrical message systems. Provide Defense Service Network (DSN) services for day to day routine message traffic. Develop and implement standards that provide maximum compatibility in information processing when acquiring, using and interchanging equipment, information, software and personnel.

Establish and maintain electronic mail organizational accounts for electronic delivery of DSN unclassified messages and over-the-counter delivery of classified paper and data traffic.

NOTE: Service available 24 hours per day, 7 days per week. Messages are transmitted based on their precedence. Of the five types of precedence (Emergency Command, Flash, Immediate, Priority and Routine), the last two, which have the lower priority, are the ones generally used. Priority messages have a processing time of 3 hours for transmission from time of receipt at the Telecommunications Center. Routine messages are transmitted within 6 hours. Only official message traffic is authorized on DSN.

RECEIVER WILL: Comply with installation directives pertaining to this service.

POC: FRA, TCC, 384-2231

Basis for reimbursement:

Reimbursable; actual cost of user unique requirements

DOIM/59 signal

POSTAGE SERVICE  
(Mail)

SUPPLIER WILL: Provide postage.

RECEIVER WILL: Comply with applicable regulations and procedures.

POC: FRA, Mail and Distribution Branch, 384-0307  
FWA, 353-6898  
FGA, 873-4447  
FRA, 59th Signal Battalion, 384-1200

Basis for reimbursement:  
Reimbursable; actual cost

DOIM/59th Signal

TELEPHONE SYSTEMS MANAGEMENT

**Concept of Operations:** NMD activities on Ft. Richardson will be integrated into the existing post telephone system. New requirements will be identified by the JPO Site Activation Command to the 59<sup>th</sup> Signal Battalion. Telephone services will be required for DoD personnel, Defense contractors and commercial contractors. Commercial service will be required on post.

**SUPPLIER WILL:** Provide telephone systems and lines for:

a. Class A: Telephone lines that permit access to central offices, toll trunks, and Defense Service Network (DSN).

b. Class C: Telephone lines for conducting official government business without access to trunking capability.

c. Commercial: Commercial telephone numbers must be available at on-post locations.

Provide telephone lines for incoming calls and lines for intraswitch calling.

Ensure service meets operational goals and DoD grade-of-service standards.

Provide, through DoD channels, facility upgrades to satisfy Receiver requirements.

**RECEIVER WILL:** Comply with Supplier's regulations and directives

**POC:** FRA, 59th Signal Battalion, Telephone Maintenance, 384-0173  
FRA, 59th Signal Battalion, HRO 384-1200

**Basis for reimbursement:**

Non-reimbursable; routine

Reimbursable; long distance charges and applicable incremental costs (to include operator services, directory assistance, dialing assistance, etc.)

\*\*Beginning 01 October 2001, a three year phase-in plan will be implemented and will transfer DSN bill paying responsibilities to the installation level. At that time DSN service will be provided on a reimbursable basis.

**Directorate of Public Works**

**COMMON USE FACILITY CONSTRUCTION, OPERATIONS,  
MAINTENANCE, AND REPAIR**

**SUPPLIER WILL:** Provide operation, maintenance, repair, minor construction and alteration of common use infrastructure, i.e. roads, grounds, surfaced areas, miscellaneous structures, real property, installed equipment, common benefit signs, energy consumption, street cleaning and beautification projects.

Remove snow/ice on common use areas (such as roads) IAW with the installation snow and ice removal plan. **NOTE:** Exclusive-use parking lots and fenced compounds are the responsibility of the tenant occupying the building.

Provide snow/ice removal and grass mowing within available resources. Remove snow/ice and mow grass in all common-use areas beginning approximately 51 feet away from each building to include shared parking lots, streets, roads, etc. **NOTE:** Tenants are responsible for snow/ice removal and mowing from the side of the building out 50 feet to where the standard support level begins, and for all sidewalks regardless of length.

**RECEIVER WILL:** Submit DA 4283 (Facilities Engineering Work Request) to DPW, Customer Services Branch as services are required. Call DPW for maintenance and repair services.

Remove snow and ice in Receiver-use areas, i.e. sidewalks, stairs, and porches, parking lots and fenced compounds. Request services from DPW as required. **NOTE:** Ice melting compound is sometimes available at the Self-Help Store. Call the installation Self-Help Store for details. Housing occupants receive Self-Help services by presentation of a Self-Help card. Building occupants (including Receivers) must submit a delegation of authority form (DA Form 1687) to receive Self-Help services. Receivers are required to attend mandatory training from the Self-Help Store before they can draw materials.

**POC:** FRA, Customer Services Branch, 384-3177/3664/3520  
FRA, Maintenance and Repair, 384-3664  
FRA, Self-Help Store, 384-3681

**NOTE TO SUPPLIER AND RECEIVER:**

Provide notification and obtain written approval from the DPW POCs prior to making any changes in personnel, additions, or deletions to this agreement. This includes gross square footage and facility assignment of real property (storage, admin, latrine, etc.). Contact any/all of the following POCs with any changes: DPW ISA Coordinator (384-0913), DPW Master Planning (384-3019/3163) or the DPW Real Estate Specialists (384-6679/3524).

**Basis for reimbursement:**  
Non-reimbursable

**Directorate of Public Works**

**CUSTODIAL SERVICES**

**SUPPLIER WILL:** Provide contract custodial, inspection and cleaning services IAW the current custodial contract. Provide custodial support for offices, common use areas, shops, and storage areas on a fully reimbursable basis as requested by the Receiver.

Provide base level custodial service one time per week for latrine areas open to the general public only. Base level of support includes: Scouring and disinfecting urinals and toilets inside and out, sweeping and mopping latrine floors, cleaning and polishing mirrors, refilling all paper hand towel and toilet paper dispensers, refilling the soap dispenser, emptying bathroom trash to the outside dumpster and cleaning and wiping all sinks and counter tops.

Provide, if requested by Receiver, reimbursable, above base level of support each week that includes: Emptying all trash receptacles in the offices to the outside dumpster, and maintaining all floors IAW the custodial contract specifications.

**RECEIVER WILL:** Submit for approval a written request for custodial services (to include periodic custodial services) to: DPW, ATTN: Contract Management Branch, Building 724, FRA. Reimburse for Receiver's pro-rated percentage of base level of support and for all above base level of support services provided by the Supplier.

Furnish all replacement supplies of toilet paper, paper hand towels and hand soap for contractor refilling.

Notify the DPW custodial contracting officer's representative (COR) when a building will be closed for an extended period of time.

Appoint a custodial coordinator. Provide DPW a memorandum identifying the custodial coordinator. *NOTE:* Custodial coordinator shall report deficiencies in janitorial performance to the inspector by 0830 each workday for corrective action.

**POC:** FRA, DPW, COR, 384-1824/3006  
FRA, DPW, Engineering Division, 384-0532  
FRA, DPW, Contract Management, 384-3054

**NOTE TO SUPPLIER AND RECEIVER:**

Provide notification and obtain written approval from the DPW POCs prior to making any changes in personnel, additions, or deletions to this agreement. This includes gross square footage and facility assignment of real property (storage, admin, latrine, etc.). Contact any/all of the following POCs with any changes: DPW ISA Coordinator (384-0913), DPW Master Planning (384-3019/3163) or the DPW Real Estate Specialists (384-6679/3524).

**Basis for reimbursement:**

Reimbursable; net sq. footage of assigned building(s) or space

**Directorate of Public Works**

**ENTOMOLOGY SERVICES**  
(Indoor and Outdoor Pest Control)

**SUPPLIER WILL:** Provide abatement and control measures directed against insects, rodents, weeds, fungi, reptiles, animals or plants that are determined by the Supplier to be undesirables in all common use areas on a non-reimbursable basis. Above base level of support for mission-unique/tenant-exclusive use areas (as defined in ISA category Facility Maintenance and Minor Repair) will be provided on a reimbursable basis. **NOTE:** These undesirables may be discovered at any time. However, the seasons and available food sources often determine the volume of undesirable animal and plant life. Abatement and control measures include routine treatment of grounds, buildings, equipment, supplies and other common carriers as necessary.

Perform scheduled entomology services in dining facilities, vacant quarters, dependent schools, etc.

Perform services as requested (on service orders) within time frames stated in the Facility Maintenance and Minor Repair category of this ISA.

Perform services on Standing Operation Orders for common areas at Fort Richardson.

**RECEIVER WILL:** Call the DPW Customer Services Division for service as required; or submit work requests to DPW citing the last three digits of the agreement number (312).

Notify pregnant and allergic employees located in/near the affected spraying area prior to pest treatment.

Obtain prior written approval from DPW before purchasing, stocking, or applying any chemicals/products covered by this section.

Reimburse Supplier for all above base level and mission-unique support.

Comply with DPW regulations and directives to include Standing Operating Procedures (SOP), Letter of Instruction (LOI), etc., which may be obtained from the DPW Entomology Office.

**POC:** FRA, DPW, Entomology, 384-2990/0104  
FRA, Customer Services Branch, 384-3177/3664/3520

**NOTE TO SUPPLIER AND RECEIVER:**

Provide notification and obtain written approval from the DPW POCs prior to making any changes in personnel, additions, or deletions to this agreement. This includes gross square footage and facility assignment of real property (storage, admin, latrine, etc.). Contact any/all of the following POCs with any changes: DPW ISA Coordinator (384-0913), DPW Master Planning (384-3019/3163) or the DPW Real Estate Specialists (384-6679/3524).

**Basis for reimbursement:**

Reimbursable, above base level support



Directorate of Public Works

ENVIRONMENTAL CLEANUP

**SUPPLIER WILL:** Clean up spills or contamination caused by Receiver, if the Receiver requests assistance or fails to respond in an appropriate and timely manner. *NOTE:* Costs will be reimbursed based on actual work hours, equipment usage, transportation, chemical costs, contract costs and disposal.

Provide collection of used oil, recyclable fuels, and hazardous waste. Respond to spills and releases, non-routine clean-up, chemical analysis of unknowns. Provide guidance on solid waste disposal, and interface with regulatory agencies.

**RECEIVER WILL:** Comply with all USARAK, DA and applicable state and federal regulations and requirements relating to environmental and natural resource management, including, but not limited to regulations and requirements associated with the handling and storage, utilization, and disposal of hazardous materials, substances, or wastes. Report immediately all spills of reportable quantities of hazardous materials, substances, or wastes to the Alaska Department of Environmental Conservation (ADEC) through the Environmental Resources Department, US Army Alaska and Post Fire and Emergency Services at Fort Richardson.

Be responsible and indemnify the Supplier and hold Supplier harmless for environmental conditions sustained in connection with the activities undertaken pursuant to this agreement. (Among other things, this provision provides for Receiver to reimburse Supplier for any and all damages, including natural resources damages, sustained in connection with the activities undertaken to this agreement.)

Perform cleanup and disposal of spills caused by Receiver's operations using environmentally and legally acceptable methods.

Bear financial responsibility for clean up, disposal and restoration in the event an incident caused by the Receiver results in a reportable spill.

Reimburse costs associated with work the Supplier performs to clean up any spill caused by the Receiver, when services are requested by the Receiver.

Provide, upon request from Supplier, information pertaining to environmental aspects of Receiver's operations conducted pursuant to this Agreement. (Such information may include, but is not limited to, information regarding air, stormwater, wastewater, and other emissions associated with Receiver's operations.) Provide written notice to the Supplier a minimum of thirty (30) days prior to any planned change in Receiver's operation that may affect air, stormwater, wastewater, and other emissions. *NOTE:* The Supplier shall reserve the right to approve or disapprove such planned changes, where such changes could affect USARAK's or DA's obligations under a permit or by law or regulation.

Directorate of Public Works

ENVIRONMENTAL CLEANUP  
(continued)

POC: FRA, Environmental, 384-3003/3093  
FRA, Fire and Emergency Services, 384-0774/0778  
FRA, Customer Services Branch, 384-3177 (Submit 4283's here)

SEE SPECIAL ENVIRONMENTAL INSTITUTIONAL CONTROL (ATTACHMENT VII) TO THIS ISA.

SUPPLIER AND RECEIVER:

Provide notification and obtain written approval from the DPW prior to making any changes, additions, or deletions to this agreement. This includes gross square footage and facility assignment of real property (storage, admin, latrine space, etc.). Contact any/all of the following POCs with any changes: DPW ISA Coordinator (384-0913), DPW Master Planning (384-3019/3163) or the DPW Real Estate Specialists (384-6679/3524).

Basis for reimbursement:

Reimbursable, actual cost per incident

**Directorate of Public Works**

**ENVIRONMENTAL COMPLIANCE**

**SUPPLIER WILL:** Administer programs for the control of water (wastewater, stormwater, and drinking water), noise, hazardous waste (HW), hazardous material (HM), and other forms of pollution prevention including resource recovery programs. Provide identification, advice and assistance for the proper disposal of all hazardous waste. Conduct quarterly Environmental Compliance Audits of the Receiver as required. Provide services and assistance in measuring air and water quality, noise level, hazardous material/hazardous waste contamination and other forms of pollution.

Provide environmental training IAW AR 200-1, USARAK Reg 200-1, and USARAK PAM 200-1. Publish training schedule quarterly/annually.

Provide, upon request, assistance to Receiver for compliance with the National Environmental Policy Act (NEPA) and AR 200-2. (Costs are to be based upon current shop effective rates.)

Include the Receiver in the installation's HW disposal program. Provide, upon request from Receiver, advice and guidance on the proper storage, handling, transportation and disposal of HW.

Assist Receiver's personnel to ensure that HW designated for turn-in conforms to criteria set forth in applicable regulations.

Provide training classes at the Joint Regional Environmental Training Center (JRETC) for Environmental Quality Officers. Provide on-site training sessions for large groups. Provide advice on training requirements for compliance. Provide advice on training for sound environmental management. Maintain compliance-required training records. Provide scheduled information exchange sessions for the Environmental Quality Officers and Management. Perform periodic visits to activities to evaluate the quality of the activities management program.

Obtain and maintain permits and certificates. Interface with regulatory agencies. Provide advice, guidance, and review of environmental-related documents. Bill Receiver annually for their portion (based on the Air Emission Inventory Formula) of all applicable installation fees and documentation associated with the permits, certificates and emission amount of emission control/release under the Clean Air Act.

Provide archeological, wetlands, historical and endangered species investigations and guidance. Sustain forests and lands. Interface with regulatory agencies.

Directorate of Public Works

ENVIRONMENTAL COMPLIANCE

(continued)

**RECEIVER WILL:** Submit training requests with fund cites. Reimburse tuition costs for elected training.

Reimburse all costs associated with the disposal of Receiver-generated HW and HM.

Appoint in writing and train an environmental compliance officer who will ensure operational compliance and coordinate environmental issues with the installation staff.

Comply with applicable USARAK, EPA, OSHA, State, DOT, DOD, and other appropriate regulations concerning HW and HM. Request assistance from Environmental Resources Department, as required.

Allow Supplier its right to construct, use, and maintain across, over, and/or under the facilities hereby granted, electric transmission lines, telephone, water, gas, oil, sewer lines, and other facilities, in such a manner as may be necessary. (This includes, but is not limited to, the right to allow access to federal, state, or local agency representatives and USARAK or Department of Army personnel.) **NOTE:** These agreements include Federal Facility, Environmental Restoration, and underground storage tank compliance agreements, which are incorporated by reference herein.

Reimburse Supplier for the Receiver's portion of (all applicable installation fees/documentation) associated with the permitting, certifying and emission amount of emission control/release under the Clean Air Act.

**NOTE:** Receiver may request services of DPW for compliance with NEPA and AR ZOO-2 at applicable rates. (There will be no cost for DPW review of NEPA documents as required by them as interested parties.)

**POC:** FRA, DPW, Environmental Dept, 384-3003/3093/3044  
FRA, DPW, Fire Dept, 384-0774/0778

**SEE SPECIAL ENVIRONMENTAL INSTITUTIONAL CONTROL (ATTACHMENT VII) TO THIS ISA.**

**NOTE TO SUPPLIER AND RECEIVER:**

Provide notification and obtain written approval from the DPW POCs prior to making any changes in personnel, additions, or deletions to this agreement. This includes gross square footage and facility assignment of real property (storage, admin, latrine, etc.). Contact any/all of the following POCs with any changes: DPW ISA Coordinator (384-0913), DPW Master Planning (384-3019/3163) or the DPW Real Estate Specialists (384-6679/3524).

**Basis for reimbursement:**

Reimbursable, actual cost of cleanup and training tuition costs

**Directorate of Public Works**

**FACILITY CONSTRUCTION AND MAJOR REPAIR**

**SUPPLIER WILL:** Review all requests/requirements necessary to modify existing facilities. Approve/disapprove said requests/requirements prior to initiating work. Provide Receiver-requested minor construction on a Supplier-approved basis, as available.

Provide facility master planning, engineering designs, drafting and reproduction services. Provide site survey report and inspection. Provide job planning and estimating required for the construction (military and minor), fabrication and repair of real property facilities and associated equipment at Receiver request. *NOTE 1:* Functions identified as workable by local personnel are scheduled by the office responsible to complete the action. Those functions identified as not workable by local personnel will be contracted. *NOTE 2:* Systems furniture components used will be compatible to components used within the building. Only qualified personnel can reconfigure, relocate, move systems furniture or power hookups and perform other modifications. Qualified personnel may include Receiver contract workers upon prior written approval from DPW.

Provide lock-changing services on interior locks within regulatory guidelines.

Provide supervisory and administrative (S&A) inspection of renovation projects.

Ensure that all construction and development projects are in compliance with the installation Master Plan. Complete DD Form 1391 to provide budgetary and scoping documentation and justification for all new construction projects costing \$500,000.00 or more. Provide project management support during design and construction of major projects. Maintain real property records for the installation.

**NOTE:** Operation and Maintenance, Army (OMA) funds may be used for minor construction costing less than the \$500,000.00 statutory limitation, IAW AR 415-15 and AR 420-10.

Provide required space for office administration or operational purposes within the available assets.

Accept requests from Receivers (service orders or work orders). Perform design/estimating. Inspect contracts. Perform requested work by in-house resources as funding allows.

**RECEIVER WILL:** Retain buildings in present condition without change unless prior written authorization is obtained from DPW (DA Form 4283) authorizing any changes. Notify Master Planning/Real Property of any requirements to modify/add to existing facilities. Program, budget and fund mission related minor construction projects.

Provide Supplier with a summary of space requirements.

Submit Engineer Work Requests (DA Form 4283) IAW USARAK 420-2 to DPW Customer Services Branch citing the last three digits of the ISA #424. Develop project justification. Assist Supplier in the preparation of DD Form 1391. Submit document through command channels.

Directorate of Public Works

FACILITY CONSTRUCTION AND MAJOR REPAIR

(continued)

**RECEIVER WILL** (cont.): Assign a primary and alternate building custodian. Provide the name and phone number of the selected building custodian(s) to DPW, Real Property.

Provide reimbursement for those construction and alteration projects that are made solely for the mission of the Receiver at the request of the Receiver. Submit Receiver program data involving recurring new work and O & M projects that will be solely utilized by the Receiver.

Prior to submission, all Receiver projects will be coordinated through Public Works for inclusion in the Installation Master Plan, citing approval by the Installation Commander, and for technical edit and review. Receiver will be the approval authority for Receiver projects.

Reimburse for S & A inspection of renovation projects.

Comply with Supplier's regulations and directives.

**POC:** FRA, DPW, Project Mgmt Br, 384-3008  
FRA, DPW, MESB, 384-6679  
FRA, DPW, Master Planning, 384-3008/3109  
FRA, DPW, Customer Services Branch, 384-3177/3658  
FRA, DPW, Real Property, 384-6679

**NOTE TO SUPPLIER AND RECEIVER:**

Provide notification and obtain written approval from the DPW POCs prior to making any changes in personnel, additions, or deletions to this agreement. This includes gross square footage and facility assignment of real property (storage, admin, latrine, etc.). Contact any/all of the following POCs with any changes: DPW ISA Coordinator (384-0913), DPW Master Planning (384-3019/3163) or the DPW Real Estate Specialists (384-6679/3524).

**Basis for reimbursement:**

Reimbursable, actual cost of project

Directorate of Public Works

FACILITY MAINTENANCE AND MINOR REPAIR

**SUPPLIER WILL:** Provide maintenance and repair of real property to include buildings, installed equipment, miscellaneous structures, roads and grounds, railroads, and surfaced areas. (Also included are landscaping of common areas exceeding 50 feet from buildings, fence repair, and weed control through the use of herbicides.) Perform all work based on specific work requests (work orders/service orders) and the receipt of adequate funding documents prior to beginning the work. Assign a work order prefix (NMD) for the Receiver. Perform work within DPW capabilities.

Operate the Self-Help Program. Provide available materials to authorized Receivers on a non-reimbursable basis. *NOTE:* Call Customer Services Branch to request information prior to calling Self-Help.

Perform periodic routine/cyclical preventive maintenance on all Army-owned real property (within fiscal limitations) to include scheduled preventive maintenance IAW AR 420-10, dated 15 April 1997, Chapter 3 and AR 420-70, dated 10 October 1997, Chapter 5.

Provide snow and ice removal and mowing services at the standard level of support on a non-reimbursable basis. Provide reimbursable snow and ice removal and mowing services at above standard level of support as requested by Receiver.

Provide snow and ice removal within available resources. Remove snow and ice from shared parking lots, streets, roads, etc. *NOTE:* Building custodians are responsible for the removal of snow and ice from window ledges, exterior fire ladders, porches, and all doorways and walkways regardless of length. Personnel will not go on the roof of any building without the approval of Public Works. Mow common use areas to within 50 feet of buildings. Mowing and landscape maintenance within 50 feet of each building is Receiver's responsibility.

Perform work requested by the Receiver within funding limits as required. *NOTE:* Work shall consist of Service Orders called into DPW Trouble Call; and Projects submitted to DPW on an Engineer Work Request, DA Form 4283. (Service Order work is repair work that requires less than 24 hours labor or less than \$2,500.00 total cost. Project work is any work above the limitations of a Service Order. Service Orders will be prioritized by response times as follows IAW Attachment 1 to DPW-ERM-03-96:

PRIORITY 1 - or Emergency Request. Response Time = 30 minutes to 1 hour during the normal work day and 1 hour to 2 hours after hours.

PRIORITY 2 or Urgent Request. Response Time = 4 hours to 3 work days.

PRIORITY 3 - or Routine Request. Response Time = 7 days.

PRIORITY 4 - or As Time Allows Request. Response Time = 30 days.

**Directorate of Public Works**

**FACILITY MAINTENANCE AND MINOR REPAIR**

(continued)

PRIORITY 5 - or Waiting for Materials Request. Response Time = 60 days.

PRIORITY 9 - or Branch Chief Referred Request. Response Time = 180 days.

- 4) Work Orders will be prioritized by response times as follows IAW Attachment 1 to DPW-ERM-03-96:

PRIORITY 1 - MUST DO NOW  
(FWA - Emergency for Life or Property)

PRIORITY 2 - MUST DO IN THE NEAR FUTURE  
(FWA - Command Interest Projects)

PRIORITY 3 - SHOULD DO - HIGH PRIORITY  
(FWA - Urgent by reason of need)

PRIORITY 4 - SHOULD DO - LOW PRIORITY  
(FWA - Routine)

PRIORITY 5 - BACKLOG MAINTENANCE & REPAIR (BMAR) CANDIDATE DONE  
WITH FUNDING WINDFALL  
(FWA - Deferred)

PRIORITY 6 - NON BACKLOG MAINTENANCE & REPAIR (BMAR) CANDIDATE  
(FWA - Not Used)

PRIORITY 7 - VERY LOW PRIORITY  
(FWA - Not Used)

**RECEIVER WILL:** Identify DPW services required by submitting a DA 4283 (Facilities Engineering Work Request), or a Service Order, to DPW, Customer Services Branch citing last three digits of the ISA agreement number. Call DPW Customer Service for emergency work orders. Call DPW, Customer Services Branch to request Service Orders for snow and ice removal. Reimburse for all above standard level and mission-unique work/service orders.

Mow and maintain landscaping within 50 feet of each building. Cut grass 1.5 - 2 inches high, but do not cut closer than 1.5 inches. Mow approximately once a week during the growing season.

Clear snow and ice from walks, driveways, porches, etc. Contact Self-Help on the installation for guidance on how to obtain snow removal products.

Perform repair and utilities (R&U) activities on a self-help basis at the same level of support expected of Supplier activities. Keep facilities in a safe and serviceable condition.



Directorate of Public Works

FACILITY MAINTENANCE AND MINOR REPAIR

(continued)

Perform minor maintenance such as replacing door handles and light bulbs, tightening loose bolts or screws in installed equipment, spot painting the interior of buildings for cosmetic repair, etc.

Allow Supplier to perform periodic routine/cyclical preventive maintenance on all Army-owned real property (to include scheduled preventative maintenance) as regulated/required by Supplier.

Accomplish new work on a self-help basis, as required and within capability of Receiver. Submit work requests on a DA Form 4283, clearly explaining in detail any proposed project. *NOTE:* The Supplier will approve all new work and work orders, and order materials for the Receiver. Completed work is subject to inspection by the Supplier.

**POC:** FRA, DPW, Operations Dept, 384-0098  
FRA, DPW, Self-Help Center, 384-3681  
FRA, DPW, Customer Services Branch, 384-3177/3664  
FRA, DPW, Emergency Work Orders, 384-0802

**NOTE TO SUPPLIER AND RECEIVER:**

Provide notification and obtain written approval from the DPW POCs prior to making any changes in personnel, additions, or deletions to this agreement. This includes gross square footage and facility assignment of real property (storage, admin, latrine, etc.). Contact any/all of the following POCs with any changes: DPW ISA Coordinator (384-0913), DPW Master Planning (384-3019/3163) or the DPW Real Estate Specialists (384-6679/3524).

**Basis for reimbursement:**

Reimbursable, actual cost of project

**Directorate Public Works**

**FIRE PROTECTION**

**SUPPLIER WILL:** Provide fire protection for buildings assigned to the Receiver.

**NOTE:** Fire and Emergency Services (F&ES) must meet the requirements of Army Regulation (AR) 420-90, Facility Engineer Fire and Emergency Services and Department of Defense Instruction DODI.6055.6, Fire and Emergency Services Program as they relate to response criteria.

Provide emergency care by qualified Emergency Medical Technicians.

Provide a fire protection program. Provide fire prevention and protection services to include the ability to handle structural and chemical fire fighting.

Provide hazardous material mitigation support.

Conduct fire inspections and safety classes.

Maintain fire extinguishers, alarm systems and fire protection systems. Requisition and distribute fire extinguishers installed in real property. Determine reason for extinguisher discharge when used for other than to suppress fires.

Perform fire-fighting responsibilities using recommended response times and procedures. Review work orders and projects involving fire and life safety issues. Conduct inspections as required by regulation. Remove hazardous materials using recognized procedures. Provide a monthly inspection at high hazard facilities. Provide quarterly, semi-annual or annual inspections of administrative/shop/warehouse type facilities.

Perform crash and rescue responsibilities using recommended response times and procedures. Provide Aircraft Rescue Fire Fighting (ARFF) as required for emergencies. **NOTE:** ARFF support for activities occurring off the installation and the cantonment area in support of training exercises of Receiver units is considered an enhanced level of service, and such service will be provided on a reimbursable basis.

Maintain and repair fire fighting equipment and components within available resources.

Provide for the supply of fire fighting equipment as required.

**RECEIVER WILL:** Alert immediately all personnel in the building when first discovering fire. Report any fire-related occurrence to Fire and Emergency Services by dialing 911. Make every effort to extinguish the fire with available personnel while exercising reasonable and prudent care.

Provide material safety data sheets (MSDS) and a site safety location plan to Fire and Emergency Services, for all hazardous materials used/stored in assigned facilities. Furnish the exact location of these materials.

Directorate Public Works

FIRE PROTECTION  
(continued)

**RECEIVER WILL (cont.):** Appoint a unit fire marshal and building fire warden. Attend fire prevention lectures when available. Participate in Supplier conducted fire suppression and training programs.

Prepare evacuation plans.

Submit work requests for maintenance and inspection of fire alarms, sprinkler systems, and portable fire extinguishers IAW Supplier directives. Reimburse Supplier for 6-year inspection of fire extinguishers, 12-year inspection on air cylinders and cart foam extinguishers.

Deliver fire extinguishers after every use to Fire and Emergency Services for inspection, test, reseal, and recharge. Reimburse Supplier if fire extinguishers were discharged for other than to suppress fires.

Request assistance regarding fire prevention and emergency services from the Fire Chief.

Comply with applicable DA, DOD, USARAK and Supplier installation fire regulations and directives.

**POC:** FRA, DPW, Fire Chief, 384-0774

**NOTE TO SUPPLIER AND RECEIVER:**

Provide notification and obtain written approval from the DPWPOCs prior to making any changes in personnel, additions; or deletions to this agreement. This includes gross square footage and facility assignment of real property (storage, admin, latrine, etc.). Contact any/all of the following POCs with any changes: DPW ISA Coordinator (384-0913), DPW Master Planning (384-3019/3163) or the DPW Real Estate Specialists (384-6679/3524).

**Basis for reimbursement:**

Special requirements, and maintenance of fire extinguishers when used for other than to suppress fire.

**Directorate of Public Works**

**HOUSING SERVICES**

**SUPPLIER WILL:** Provide family housing, off-post housing referral services and furnishings support to authorized personnel. Provide bachelor officer quarters (BOQ) and bachelor enlisted quarters (BEQ) and Troop Quarter accommodations for authorized unmarried/unaccompanied personnel attached or assigned to Forts Richardson, Wainwright and Greely. Provide housing services on the same basis and standards as provided to other authorized personnel IAW AR 210-50 and the USARAK Army Family Housing Policy.

Operate, maintain and administer the USARAK Army Family Housing Program.

Provide Unaccompanied Personnel Housing (UPH) for E-6 and above in furnished single bedroom apartments for single personnel. (All furnishings, appliances, utilities and services are provided.)

Provide adequate family housing to eligible families based on rank and family size. (All utilities and services are provided.)

Provide family housing to authorized civilians on a case-by-case basis. Bill Receiver for rent (at fair market value for the area) and utilities (at the established rate).

Provide furnishing "loaner sets" (minimum essential furnishings items) at no charge to customers moving in and out of family housing while waiting pickup/delivery of resident household goods.

Manage housing from waiting list, and expect Receivers to find temporary off-post housing while awaiting on-post housing.

**RECEIVER WILL:** Instruct incoming personnel to report to the Housing Division for on and off-post housing. Ensure Receiver personnel provide a copy of their PCS orders and a valid ID card upon arrival.

Ensure appropriate deductions are made from military pay, if applicable, for any unpaid debt incurred while residing on Forts Richardson, Wainwright or Greely. (This condition applies to Green ID card holders.)

Ensure installation residents are subject to applicable post policies, AR 210-50, USARPAC and US Army Alaska Policies and supplements or changes thereto.

**NOTE:** The USARAK Commanding General maintains legal jurisdiction over any Receiver personnel at any time they are physically present on the installation.

Reimburse Supplier for the rent (at fair market value for the area) and utilities (based on the established rate) when family housing units are occupied by authorized civilians.

Directorate of Public Works

HOUSING SERVICES  
(continued)

RECEIVER WILL (cont.): Provide each housing office with the demographics of Receiver personnel requiring housing support. Update this data with the DPW Housing Division as changes occur.

POC: FRA, Housing Division, 384-0309/0133  
FRA, Furnishings Management, 384-0092/0088

NOTE TO SUPPLIER AND RECEIVER:

Provide notification and obtain written approval from the DPW POCs prior to making any changes in personnel, additions, or deletions to this agreement. This includes gross square footage and facility assignment of real property (storage, admin, latrine, etc.). Contact any/all of the following POCs with any changes: DPW ISA Coordinator (384-0913), DPW Master Planning (384-3019/3163) or the DPW Real Estate Specialists (384-6679/3524).

Basis for reimbursement:

Reimbursable, rent and utilities for civilian personnel

**Directorate of Public Works**

**REFUSE COLLECTION AND DISPOSAL**

**SUPPLIER WILL:** Provide refuse collection (trash and municipal solid waste materials), transportation, handling, and disposal services on a regularly scheduled basis, as determined by location, building number, quantity and size of dumpster(s).

Operate equipment utilized for transportation, disposal, or destruction of waste materials.

Furnish dumpsters. (Trash containers are the Receiver's responsibility.)

Empty dumpsters as requested on the schedule by the Receiver.

Notify Receiver should Supplier of service change for any reason.

**NOTE:** Refuse collection does not include handling hazardous waste or handling items other than trash in dumpsters.

**RECEIVER WILL:** Request services as required from DPW. Comply with Supplier's policy concerning dumpsters and pollutants by not dumping or disposing of any hazardous materials or hazardous waste into any dumpster. Ensure that DPW has access to dumpsters. Not leave trash outside of dumpster(s). Call Roads and Grounds Section when dumpsters are full and need to be emptied prior to the next regularly scheduled run.

Request services as required from Supplier.

Police area around dumpsters. Pick up paper, trash, rubble, debris, etc. on a daily basis and put in dumpsters or trash barrels.

Comply with Supplier's regulations and directives.

Reimburse Supplier for services received.

**POC:** FRA, Roads and Grounds, 384-1717/3670  
FRA, DPW, Operations, 384-2078

**NOTE TO SUPPLIER AND RECEIVER:**

Provide notification and obtain written approval from the DPW POCs prior to making any changes in personnel, additions, or deletions to this agreement. This includes gross square footage and facility assignment of real property (storage, admin, latrine, etc.). Contact any/all of the following POCs with any changes: DPW ISA Coordinator (384-0913), DPW Master Planning (384-3019/3163) or the DPW Real Estate Specialists (384-6679/3524).

**Basis for reimbursement:**

Reimbursable; cubic yards of refuse at the effective rate

**Directorate of Public Works**

**UTILITIES**

**SUPPLIER WILL:** Provide procurement, production, and distribution of utility services to include water, sewage, electrical, heating, air conditioning (if applicable) and other utility services for buildings assigned to the Receiver.

a. **For metered buildings:** Read meters to determine actual utility usage by the Receiver, if reimbursable.

b. **For unmetered buildings:** Compute actual usage by multiplying the effective utility rate against the gross square footage of the Receiver's assigned building(s), or space, as evidenced on USARAK Form 15 (Real Property records), if reimbursable.

Provide an energy conservation program. Provide assistance and guidance in meeting established goals. Aid in making all buildings energy efficient by adopting and promoting energy-saving products, equipment, and devices that are cost-effective and proven to significantly save energy resources. **NOTE:** Efforts to achieve goals will not impair the health, safety, or productivity of military and civilian personnel.

Operate utility plant and system, sewage and waste collection systems, and purchase utilities service. Provide effective energy conservation in fixed facilities with established energy conservation programs.

**RECEIVER WILL:** Report immediately all utility-related deficiencies or malfunctions to the DPW Customer Services Branch. Request services from DPW as required.

Assign and appoint an energy officer and building energy monitor(s) to assist in meeting energy conservation goals. Forward a memorandum listing officer/monitor names to DPW Operations Department, ATTN: Utility Engineer. Update the memorandum as changes occur.

Install meters at own expense at Receiver's discretion.

Promote the installation's Energy Awareness Program. Develop an energy efficiency plan through the Installation Energy Manager. **NOTE:** This plan will assist the command in meeting the mandated 35% energy reduction target by the year 2010 IAW Executive Order 13123.

Exercise a common sense approach to utility consumption.

Comply with Supplier's policies as set forth in the following references: AR 11-27, USARAK Supplement 1 to AR 11-27, EPACT 1992, Executive Order 13123, AR 420-41, DOD 4170.10, DOD 4120.14, DOD 5100.50, DOD 5126.46 (Reference U), Public Law 92-523, Executive Order 12759.

**POC:** FRA, DPW, Operations, FRA, 384-1717/3670  
FRA, DPW, Services Branch, 384-3177/3656  
FRA, DPW, Utility Engineer, 384-3519/3043

Directorate of Public Works

UTILITIES  
(continued)

**NOTE TO SUPPLIER AND RECEIVER:**

Provide notification and obtain written approval from the DPW prior to making any changes in personnel, additions, or deletions to this agreement. This includes gross square footage and facility assignment of real property (storage, admin, latrine space, etc.). Contact any/all of the following POCs with any changes: DPW ISA Coordinator (384-0913), DPW Master Planning (384-3019/3163) or the DPW Real Estate Specialists (384-6679/3524).

**Basis for reimbursement:**

Reimbursable, calculated at the "A" rate (federal), if reimbursable



716th Ordnance Company (EOD)

**EXPLOSIVE ORDNANCE DISPOSAL**

**SUPPLIER WILL:** Provide explosive ordnance disposal personnel to identify, render safe, recover and destroy all conventional, chemical/nuclear munitions and improvised explosive devices.

Provide training on ordnance identification, explosive safety and bomb threat/search procedures, as requested and within capabilities.

Perform explosive ordnance responsibilities as established by Title 49, Code of Federal Regulations, Sections 100 through 199, and DoD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunitions, and Explosives.

**RECEIVER WILL:** Comply with Supplier's regulations and directives.

**POC:** FRA, Military Police Desk, 384-0823  
FRA, 716th EOD, 384-7600/01/02/03  
FRA, Security Manager, 384-0456  
FRA, Command Operations Center, 384-6666

**Basis for reimbursement:**

Reimbursable, IAW AR 75-15/AFJI 32-3002

**267<sup>th</sup> Finance Support Battalion (FSB)**

**FINANCE SUPPORT SERVICES**

**SUPPLIER WILL:** Administer the military pay service system to provide timely and accurate payments and inputs into related financial accounting records for active duty and other DoD members. Prepare input and corrections for the master military pay accounts. Provide in-and-out processing. Prepare and certify military pay orders and allotment documents. Compile and input allotment deductions, leave accounting data, and applicable tax withholdings. Certify vouchers and assign voucher numbers. Maintain voucher and transaction controls for disbursements, collections, and changes in accounts. Provide assistance to military members regarding matters of military pay. Maintain military personnel records. Explain the pay system and answer pay inquiries. Brief on available payment methods, changes in pay, voluntary and involuntary pay adjustments, separation, bonuses, special allowances, advance of pay, partial payments, accrued leave, dependent support, emergency data, allotments, charitable contributions, PCS and TDY pay, deductions, and DIRECT DEPOSIT election documents. Develop and maintain processing schedules and priorities for transactions that affect pay and allied records.

Administer the system for temporary duty (TDY), permanent change of station (PCS), and related accruals to military members, to include entitlements and individual claims and fund controls when travel orders are issued. Prepare vouchers. Record payments/collections into related financial accounting reports. Collect overpayments, if necessary, as required.

NOTE: Transactions, computations, disbursements, collections, and changes are made through the Defense Joint Military Pay System (DJMPS) as governed by Titles 10, 32, and 37 of the U.S.C., and the DoD Pay and Allowance Manual. Transactions are governed by the personnel on the system and the services each require at any given time for any specific purpose. The number of accounts, payments, or collections required is determined by the number of personnel performing travel on official orders. Travel must be based on official orders and be in compliance with the Joint Federal Travel Regulations. Payments and transactions must be IAW the Joint Federal Travel Regulations, Comptroller General Decisions, DoD Directive 5154.3.

**RECEIVER WILL:** Comply with Supplier's regulations and directives.

**POC:** FRA, Operations, 384-2038  
FWA, 353-1301

**Basis for reimbursement:**  
Non-reimbursable

Directorate of Resource Management

**CIVILIAN PAYROLL PROCESSING**

**SUPPLIER WILL:** Provide civilian personnel payroll support. Compile and input allotments, leave accounting data, and applicable tax withholdings. Certify vouchers and assign voucher numbers. Maintain voucher and transaction controls for disbursements, collections, and changes in accounts. Explain the pay system and answer pay inquiries. Brief on available payment methods, changes in pay, voluntary and involuntary pay adjustments, separation, bonuses, special allowances, advance of pay, partial payments, accrued leave, dependent support, emergency data, allotments, charitable contributions, PCS and TDY pay, deductions, and DIRECT DEPOSIT election documents.

**RECEIVER WILL:** Comply with Supplier's regulations and directives.

**POC:** FRA, Civilian Payroll, 384-2197

**Basis for reimbursement:**

Non-reimbursable. Reimbursable for costs directly attributable to the receiver, e.g., overtime, over-hire, supplies.

**Arctic Law Enforcement Command**

**POLICE SERVICES**  
**(Law Enforcement, Physical Security**  
**and Vehicle/Weapon Registration)**

**SUPPLIER WILL:** Provide police services to maintain order and to enforce laws or regulations. Control vehicular and pedestrian traffic. Investigate criminal activity IAW regulations or other appropriate directives.

Conduct physical security/crime prevention inspections IAW USARAK Regulation 190-1 (Physical Security). Provide security-related planning and inspections IAW USARAK OPLAN 5645 (Combating Terrorism) for on post Receivers.

Provide privately owned vehicle decals and registration.

Provide weapons registration. *NOTE:* IAW USARAK Reg 190-1, all active duty personnel performing duty on a USARAK installation will register privately owned weapons maintained in their household. The Military Police Desk (MPD) at each post has the required forms. The procedures are:

a. Complete USARAK Form 877 (Registration of Personal Firearms) in triplicate. PVT through SSG will have their commander verify information, sign the 877, and indicate the class registration in block 8 of the form. SFC and above may sign the form themselves. They must still receive written permission to store firearms in family quarters, bachelor officer quarters (BOQ) or bachelor enlisted quarters (BEQ) on or off post. Take USARAK Form 877 (not the weapon) to the MPD. The MPD will register the weapon and send the pink copy to the unit commander. The form will be filed in the unit arms room and retained until 1 year after ETS/PCS, or the weapon is sold to another individual. If the weapon is sold to another service member, they must re-register the weapon under their name.

b. While at the MPD, USARAK Form 277 (Weapons Registration Record) will be completed and provided to the registrant. This is your proof of registration card, and must be carried whenever registered firearms are carried or transported on the installation.

*NOTE:* War trophy firearms must also be registered IAW the procedures listed above.

**RECEIVER WILL:** Secure own equipment IAW AR 190-11 through 190-51 and USARAK Regulation 190-1 (Physical Security Program).

Designate a Receiver point of contact for matters concerning the preservation of order, physical security and crime prevention.

Apprise Supplier of relevant information concerning serious incident reports.

Comply with Supplier regulations on law and order, physical security and crime prevention related to occupancy of the installation.

**POC:** FRA, Law Enforcement, 384-0825  
FWA, 353-7886

**Basis for reimbursement:**

Reimbursable; special upgraded of security equipment or structure not already in place.

Chaplain

CHAPEL AND CHAPLAIN SERVICES

SUPPLIER WILL: Provide pastoral and religious needs for all faiths within the military community. Provide support for worship and religious observance, religious education, pastoral care, visitation ministry, spiritual growth, lay ministry, stewardship, and social concerns. (Includes, but is not limited to: child, youth and adult education, religious/moral counseling, baptisms, marriages, burials, and referrals to other religious centers for appropriate rites or ceremonies.)

RECEIVER WILL: Comply with the Supplier's directives pertaining to this service.

POC: FRA, USARAK Chaplain, 384-2124  
FRA, Installation Chaplain, 384-1468  
FWA, 353-6271/7481  
FGA, 873-4409/4610

Basis for reimbursement:  
Non-reimbursable

Command Group

**COMMAND SUPPORT**

**SUPPLIER WILL:** Provide command support including oversight and management through the installation commander and the command element office staff.

Support the Human Goals Program of the Department of Defense, with its emphasis on the infinite dignity and worth of the individual and the concept of equal opportunity.

Provide DoD support of fund-raising campaigns. NOTE: Campaigns will be limited to those authorized by DoDD 5035.1 (reference h) and its attachment, the Manual on Fund-Raising within the Federal Service, to appeals authorized by the President or Chairman of the Civil Service Commission, and to the military service aid societies.

**RECEIVER WILL:** Comply with applicable DoD, DA, USARAK and all other applicable statutes, rules and regulations.

**POC:** FRA, Chief of Staff, 384-2180

**Basis for reimbursement:**  
Non-reimbursable

Civilian Personnel Advisory Center

CIVILIAN PERSONNEL ADVISORY SERVICES  
Personnel Services and Personnel Training

SUPPLIER WILL: Provide civilian personnel advisory services IAW Pacific Regionalizing Operations Manual, 30 September 1996.

Provide reimbursable training to authorized personnel, as requested.

RECEIVER WILL: Comply with AR 690 series, local policies/procedures and all other applicable statutes, rules and regulations.

POC: FRA, CPAC, 384-1361/1353

Basis for reimbursement:

Reimbursable; tuition costs of training courses

**Directorate of Community Activities**  
**CHILD AND YOUTH SERVICES**

**SUPPLIER WILL:** Provide quality day care service for children of authorized personnel - active duty military, including National Guard and Army Reserve personnel, Department of Defense civilian employees, and contract employees. Supervise Family Child Care homes. Provide surge care and special community programs through Supplemental Programs and Services (SPS). Provide centralized registration and training through SPS, to include teen baby-sitting and volunteer training. Furnish hot meals at least twice a day plus snacks. Sponsor a program to support the morale of parents by providing a comprehensive, year-round activities program that offers developmental activity schedules that are based on the children's age and developmental level. Plan daily programs for all ages of children, regardless of the time in care. *NOTE:* Programs include full day, hourly care, part day preschool, toddler time, and outreach programs, such as Romp 'N Stomp.

Provide off-site and on-site activities through a youth center which offers programs for young people in grades 1-12, to include a game room, dance studio, craft and activity room, snack bar area, gym and basketball court. (Off-site programs include scheduled day camps with field trips as well as before and after school programs.) Offer classes, which could include piano, guitar, karate, gymnastics and tumbling, ballet, jazz dance, and drafts.

Establish a sports program that could include baseball, softball, basketball, volleyball, soccer, wrestling, track, swimming, football, and cheer leading.

Provide employment, computer and homework tutoring, and outreach services.

Provide structured activities to youth (grades K-6) which support the health, interpersonal, knowledge, reasoning, creative, vocational and self-awareness skills necessary to be successful in today's world. *NOTE:* Program includes before and after school care, full day, vacation, and summer camp activities. Activities may include recreational games, sports, instruction, arts and crafts, free choice play, and outdoor activities.

**RECEIVER WILL:** Comply with Supplier's regulations and directives.

**POC:** FRA, Child and Youth Services, 384-2031

**Basis for reimbursement:**  
Reimbursable; individual user fees



Directorate of Community Activities  
COMMUNITY SERVICES

SUPPLIER WILL: Provide prevention programs and services to enhance family readiness. Strengthen the coping abilities of Army families. Provide programs and services, to include crisis intervention, referral and follow-up, financial assistance, food locker, budget counseling/classes, relocation assistance, employment assistance, career planning, skill development workshops, family advocacy, and parenting/marriage enrichment classes. Provide assistance for special needs families, volunteer management and deployment assistance.

RECEIVER WILL: Comply with Supplier's regulations and directives.

POC: FRA, Director, 384-1502

Basis for reimbursement:

Non-reimbursable; routine

**Directorate of Community Activities**  
**EDUCATION SERVICES**

**SUPPLIER WILL:** Provide career counseling for all military personnel, their adult family members, Department of the Army civilians, and other personnel authorized under AR 621-5. Ensure all personnel are aware of entitlements, programs, and services available. Provide educational information. Discuss career options. Assist in planning personal and professional education goals. Provide other information and assistance as required.

Plan, process, organize, and control facilities, supplies, and equipment required to support individual and group training/education. Forecast training and education requirements. Inform personnel of available military education opportunities (through on/off post civilian institutions), tuition assistance, commissioning programs, professional military education programs, and other programs enumerated in AR 621-5. Advise personnel on education services provided through other activities and agencies. Advise individuals on military education goals. Research and advise individuals concerning their past education records. Evaluate and secure credit for military experience and other non-traditional forms of credit. Complete tuition assistance and VA forms. Affiliate with a Service Members Opportunity College (SOC). Assist applicants in enrolling in distance learning courses or degree programs. Prepare local college registration applications, financial aid, transcript requests, and other related services. Brief in-coming personnel on available education programs and services. Brief out-going personnel on VA benefits.

**RECEIVER WILL:** Comply with Supplier's regulations and directives.

**POC:** FRA, Education Officer, 384-0970

**Basis for reimbursement:**

Reimbursable; tuition and/or user fees

**Directorate of Community Activities**

**MORALE, WELFARE, AND RECREATION ACTIVITIES**

**SUPPLIER WILL:** Provide access to recreational facilities, which could include a gymnasium or a fitness center. Provide an athletic department that offers year-round team sports. NOTE: If possible, the fitness center should be equipped with a nautilus room, free-weights and exercise rooms, dry saunas, steam rooms, showers, volleyball, basketball, exercise bicycles, rowing machines, racquetball courts, and a pool. Outdoor programs could include golf, softball, tennis, soccer, and flag football.

Provide access to low-cost rental equipment, to include basketballs, softballs, badminton, volleyball and horseshoe equipment, pop-up and utility campers, tents, sleeping bags, stoves, lanterns, coolers, backpacks, and other camping essentials.

Make available special adventure outings and tours open to all installation personnel.

Provide access to recreational and general reference library services.

Provide access to art and craft equipment, classes, and discount supplies for craft activities such as ceramics, woodworking, framing, needlework, airbrushing, drawing, oil and watercolor painting, and other activities. Provide automotive instruction and machinery to assist in repairs.

Provide access to facilities, which could include a golf course and skeet/trap range. Maintain a listing of available entertainment facilities, community and recreational clubs; campgrounds and marinas, including locations, membership requirements and fees.

Provide vehicle and trailer storage for military personnel assigned and residing on U.S. Army Alaska installations if available.

NOTE: Reserve Component (RC) and civilian priority of Morale Welfare and Recreation (MWR) support is IAW AR 215-1.

**RECEIVER WILL:** Comply with Supplier's regulations and directives.

**POC:** FRA, CRD, 384-1313  
Library, 384-1648  
FWA, CRD, 353-7311  
FGA, CRD, 873-4877

**Basis for reimbursement:**

Reimbursable; individual user fees

**Directorate of Community Activities**  
**SUBSTANCE ABUSE PROGRAM**

**SUPPLIER WILL:** Make available drug and alcohol abuse counselors to authorized personnel for discussion, guidance, and assistance. Operate substance abuse program IAW AR 600-85 with US Army Alaska and USARPAC supplements. Identify substance abusers. Provide nonresident counseling, and drug education. Preserve the health of employees by providing appropriate counseling.

*NOTE 1:* This service is available to all active duty and retired military personnel, their family members, and HQDA and DoD civilians, both appropriated and non-appropriated fund.

*NOTE 2:* The requirement for certification of DoD alcohol and drug abuse counselors shall include sufficient knowledge and skills relating to the core tasks required of rehabilitative personnel followed by an instructional course pertaining to substance abuse. Counseling shall be IAW DoDI 1010.6.

*NOTE 3:* It is the Department of Defense policy to discipline and/or discharge drug traffickers and those alcohol and drug abusers who cannot or will not be rehabilitated, IAW appropriate laws, regulations, and instructions. USARAK will coordinate disciplinary actions through the Receiver.

**RECEIVER WILL:** Comply with all regulations and Supplier's policies in support of the Alcohol and Drug Abuse Prevention and Control Program and Rehabilitation.

**POC:** FRA, ADAPACP, 384-1417  
FWA, 353-1377

**Basis for reimbursement:**  
Non-reimbursable

Directorate of Community Activities  
TECHNICAL AND LEGAL LIBRARIES

**SUPPLIER WILL:** Provide a Technical Information Center containing reference and research material. NOTE; This includes such items as Army Publications, Department of Defense Publications, Codes of Federal Regulations, and Federal Acquisition Regulations.

Make available government documents, technical reports, Department of Defense publications, books, periodicals, and other printed material. NOTE: If an office requires repeated use or access to a specific material, the technical information center can purchase the material. Once purchased, the Supplier will charge the Receiver for the cost of the material, then permanently loan the material to the Receiver.

Purchase and maintain publications that are used in the accomplishment of the Receiver's mission requirements.

**RECEIVER WILL:** Maintain publications in current and usable condition.

Request special purchases during normal business hours.

Comply with Supplier's regulations and directives.

**POC:** FRA, MOS Library, 384-0301  
FWA, 353-7297  
FGA, 873-3123

**Basis for reimbursement:**

Reimbursable, special purchases unique to Receiver requirements

**Directorate of Community Activities**  
**TRANSIENT LODGING SERVICES**

**SUPPLIER WILL:** Provide temporary duty lodging for authorized Receiver personnel [including contractors] when in official travel status. Provide off-post lodging referral service if on-post lodging is not available for dates required.

Submit, if required, a DD Form 139 (Pay Adjustment Authorization) to the Receiver's Finance and Accounting Office for collection of any unpaid lodging charges. **NOTE:** This process directly charges a debtor's pay account, and only applies to military service members.

**RECEIVER WILL:** Call Billeting Branch at applicable military post for reservations. Ensure that Receiver personnel provide a copy of their TDY orders and a valid ID card upon arrival. Ensure that availability or non-availability of Government quarters is cited on TDY orders. Make hotel accommodations if government quarters are not available. **NOTE:** Reimbursement is required on an individual cash basis for Government quarters provided.

Ensure appropriate deductions are made from military pay for any unpaid debt accrued while residing on Forts Richardson or Wainwright.

Ensure residents of Forts Richardson and Wainwright are subject to applicable post policies, AR 210-50, USARPAC and US Army Alaska Policies and supplements or changes thereto.

**NOTE:** The USARAK Commanding General has legal jurisdiction over any Receiver personnel at any time they are physically present on the installation.

**NOTE:** Contractor personnel wishing to utilize USARAK Transient Lodging Services must first obtain a memorandum from the NMD SAC stating that they are on official business travel as an NMD contract employee. Present this memorandum to the billeting office at check-in. Billeting charges are IAW applicable regulations and policy.

**POC:** FRA, Billeting Office, 384-0436  
FWA, 353-7726  
FGA, 873-3109

**Basis for reimbursement:**

Reimbursable, individual cash basis for guest housing or transient accommodations

**Directorate of Contracting**  
**PURCHASING AND CONTRACTING SERVICES**

**SUPPLIER WILL:** Provide contract and contract administration services upon receipt of an acceptable requirements package, i.e. "Purchase Request and Commitment" (PRC), "Performance Work Statement" (PWS), etc.

Ensure that all contracts meet requirements of law, executive orders, regulations, and other applicable procedures, including clearances and approvals.

Review, evaluate, negotiate, award, administer and determine cost/payment of contractual transactions as required.

**RECEIVER WILL:** Submit funded DA Form 3953 Purchase Request and Commitment (PRC) and required documents (PWS, technical exhibits, etc.) IAW USARAK Regulation 715-1 and changes thereto.

Comply with Supplier's regulations and directives.

**POC:** FRA, Procurement Analyst, 384-7358

**Basis for reimbursement:**

Customarily Non-reimbursable (See Financial Provisions, para. 1)

Equal Employment Opportunity Office

EQUAL EMPLOYMENT OPPORTUNITY (EEO) SERVICES

SUPPLIER WILL: Provide necessary EEO services, to include counseling, complaint processing, technical assistance, and training to civilian personnel.

Provide notification regarding meetings of EEO Special Emphasis Program Committee sessions and other EEO sponsored meetings.

RECEIVER WILL: Promote and adhere to all EEO policies established by the Supplier.

Comply with AR 690 series, local policies and procedures, and all other applicable statutes, rules, and regulations.

POC: FRA, EEO, 384-2080/2109/2034  
FWA, 353-9063

Basis for reimbursement:

Customarily Non-reimbursable (See Financial Provisions, para. 1)



**Inspector General Office**  
**COMMAND INSPECTIONS, INVESTIGATIONS AND COMPLAINT ASSISTANCE**

**SUPPLIER WILL:** Provide assistance to Receiver personnel on issues presented to USARAK IG IAW AR 20-1.

Assist with conduct of investigation IAW all applicable DoD, DA, Supplier, and BMDO regulations, as requested.

**RECEIVER WILL:** Present complaints/issues to USARAK IG for processing and resolution.

Perform general and/or command inspections of all NMD units and organizations IAW BMDO regulations and policies. Coordinate all other investigative matters with USARAK.

**POC:** FRA, Assistant Inspector General, 384-0323

**Basis for reimbursement:**  
Non-reimbursable

**Safety**

**SAFETY AND OCCUPATIONAL HEALTH**

**SUPPLIER WILL:** Administer a safety program that results in safe facilities, work areas, equipment, and work procedures. *NOTE:* This program consists of inspections, publication of periodicals, creation of audiovisual products, conducting safety meetings and briefings, analysis of accidents, and providing feedback to supervisors and personnel.

Provide an occupational safety program for on post Receiver personnel.  
*NOTE:* This includes determination and application of standards and regulations, identification of hazards, hazard abatement, procedural and personnel actions.

Establish, maintain, and control a safety program IAW the Safety and Occupational Health Policy set forth in Department of Defense Directive 1000.3, Department of Defense Instruction 6055.1, and AR 385-10.

**RECEIVER WILL:** Comply with Federal, State, and local safety/health standards such as to provide a workplace free from recognized hazards that may cause death or serious physical harm to employees.

Ensure that employees comply with standards, rules, regulations, and orders applicable to their own actions and conduct. Comply with the Supplier's regulations and directives.

**POC:** FRA, Safety Office, 384-2329  
FWA, 353-7412  
FGA, 873-1129

**Basis for reimbursement:**

Non-reimbursable; on post inspections.

Reimbursable; off post inspections based on square footage, to include travel and per diem costs.

Staff Judge Advocate

CLAIMS AND LEGAL ASSISTANCE  
(Soldiers and Dependents)

SUPPLIER WILL: Provide legal support when otherwise authorized in the areas of claims and legal assistance.

Provide claims support and legal assistance to military personnel and their family members (assigned in Alaska) on the same level and basis as provided to Supplier's military personnel and their family members.

Provide claims and legal assistance to DOD civilian personnel, as authorized by law or regulation.

RECEIVER WILL: Request assistance as needed. Comply with Supplier's regulations and directives.

POC: FRA, SJA, 384-0371  
FWA, 353-6534  
FGA, 873-4280

Basis for reimbursement:  
Non-reimbursable

Staff Judge Advocate

COURTS MARTIAL JURISDICTION

SUPPLIER WILL: Exercise General Courts Martial jurisdiction over Army military personnel when applicable.

RECEIVER WILL: Publish orders attaching Army military personnel to USARAK for administration of military justice when applicable.

Reimburse supplier for actual cost incurred in prosecuting courts martial, e.g., witness fee, travel expenses, etc.

Request assistance as needed.

Comply with Supplier's regulations and directives.

POC: FRA, SJA, 384-0300/3997  
FWA, 353-6512  
FGA, 873-4280

Basis for reimbursement:

Reimbursable, actual costs associated with courts martial proceedings, i.e. witness fee, travel expenses, etc.

National Missile Defense Joint Program Office  
"ESTIMATED" COST CALCULATIONS  
Fort Richardson, Alaska  
Building 977  
PHASE 1 - Rooms 207 (C&D), 210 (D), and 213 (B, C, D)

<b>Category:</b> Common Use Facility Construction, Operations, Maintenance & Repair
Account: 132078.K
Non-reimbursable

<b>Category:</b> <u>Entomology</u>
Account: 131079.M3
Reimbursable for <u>actual cost</u> of each work request.
TOTAL ESTIMATED COST: \$ <u>TBD</u>

<b>Category:</b> <u>Environmental Cleanup</u>
Account: 131056.83
Reimbursable for <u>actual cost</u> of clean up of spills per incident.
TOTAL ESTIMATED COST: \$ <u>TBD</u>

<b>Category:</b> <u>Environmental Compliance</u>
Account: 131056.12 (Training)
131056.15 (Hazardous Waste Disposal)
Reimbursable for <u>actual cost</u> for training \$ <u>TBD</u>
Reimbursable for <u>actual cost</u> for hazardous waste disposal \$ <u>TBD</u>
TOTAL ESTIMATED COST: \$ <u>TBD</u>

"ESTIMATED" COST CALCULATIONS  
(continued)

<b>Category:</b> <u>Facility and Real Property Support</u>
Account: 131079.M6
Non-Reimbursable
<b>Category:</b> <u>Facility Construction and Major Repair</u>
Account: 132076.L
Reimbursable for <u>actual cost</u> of work request. All mission-unique minor construction is also included as reimbursable.
TOTAL COST: \$ <u>TBD</u>

<b>Category:</b> <u>Facility Maintenance and Minor Repair</u>
Account: 132078.K3 (Grounds) 131079.M5 (Snow Removal)
Charges to date: Building #977.....
*Includes mowing and snow removal IAW grounds maintenance and snow removal plan for the installation.
*Any above base level of support such as snow removal on tenant's exclusive-use areas and mowing up to the building should be billed directly to the tenant.
Reimbursable for actual cost of work requested.
TOTAL COST: \$ <u>TBD</u>

"ESTIMATED" COST CALCULATIONS  
(continued)

**Category: Fire Protection**

Account: 131079.M1

Recharging fire extinguishers is normally non-reimbursable. However, a charge will be incurred when fire extinguishers have been maliciously discharged. Charges are as follows per piece:

10 1b ABC Dry Chemical Fire Extinguishers:	Recharge	\$20.00
	Air	1.25
	Hydro Test	25.00
	Gauges	4.00
5 1b ABC Dry Chemical Fire Extinguishers:	Recharge	\$10.00
	Air	1.25
	Hydro Test	25.00
	Gauges:	4.00
5 1b Purple K Chemical Fire Extinguishers:	Recharge	\$10.00
	Air	1.25
	Hydro Test	25.00
	Gauges:	4.00
20 1b ABC Dry Chemical Fire Extinguishers:	Recharge	\$30.00
	Air	1.25
	Hydro Test	25.00
	Gauges:	4.00

**Note to tenants:**

- Perform hydro testing, as required.
- Replace gauges if broken.
- Six-year inspection will require a fee.
- Twelve-year inspection on air cylinders and cart foam extinguishers will require a fee.

Note: All existing fire extinguishers which are 6 years old must be taken to the DPW, discharged, inspected internally and recharged.

Reimbursable based on actual cost of misuse of fire extinguishers.

TOTAL COST: \$ TBD

"ESTIMATED" COST CALCULATIONS  
(continued)

<b>Category: Housing and Lodging (Transient Housing is now serviced by DCA)</b>	
<b><u>DPW provides Family Housing, Bachelor Officer Quarters and Bachelor Enlisted Quarters</u></b>	
Account:	
Non-reimbursable.	
TOTAL COST: \$ <u>TBD</u>	
<b>Category: Refuse Collection and Disposal</b>	
Account: 131079.M2	
1 large dumpster (equals 8 cubic yards) serviced 1 time each day X five days per week = 40 Cu yds per week X	
FY 01 rate of \$4.6714/ Fort Richardson rate per cubic yard = \$186.86 (for 1 dumpster serviced per week) X 52 weeks in a year = \$9,716.72.	
Total gross square feet Bldg 977 = 47,804	
BMDO portion <b>PHASE 1</b> of Bldg 977 = 3,120 gr sq ft or 6.53%	
6.53% X \$9,716.72 = \$634.50	
Reimbursable based on actual cost per refuse contract.	
TOTAL COST: <u>\$634.50</u>	
<b>Category: Utilities</b>	
Fort Richardson - Building #977	
ELECT: FY 01 utility customer rate of \$0.7125 per gross square foot (3,120) = \$ 2,223.00	
STEAM: FY 01 utility customer rate of \$0.5577 per gross square foot (3,120) = \$ 1,740.02	
WATER: FY 01 utility customer rate of \$0.1799 per gross square foot (3,120) = \$ 561.29	
SEWAGE: FY 01 utility customer rate of \$0.0635 per gross square foot (3,120) = \$ 198.12	
Reimbursable based on gross square footage.	
TOTAL COST: <u>\$4,722.43</u>	

**"ESTIMATED" COST FOR PHASE 1 (NOT INCLUDING ACTUAL COST CATEGORIES): \$5,356.93**



"ESTIMATED" COST CALCULATIONS  
(continued)

**NOTE 1:** Custodial Service is not included in the cost estimates but can be added upon request by the tenant. Custodial costs are based on the existing contract.

**NOTE 2:** Cost estimates provided for Building 977 (47,804 total gross square feet) were based on square footage utility rates since the building is currently occupied by garrison assets and is not metered. There is no historical data to estimate metered costs. Upon tenant occupation of the facility, meters can be installed by the tenant at tenant's expense. Meter reading services will be provided by USARAK on a reimbursable basis (at actual cost) .

Estimates approved by Directorate of Public Works, Financial Management Branch.

//SIGNED//

JOSEPH E. MATTHIEU  
Acting Chief, Business Management Department  
Directorate of Public Works

ENVIRONMENTAL INSTITUTIONAL CONTROL

Fort Wainwright (FWA) and Fort Richardson (FRA) have been identified on the U.S. Environmental Protection Agency's National Priorities List as a Comprehensive Environmental Response, Compensation, Liability Act (CERCLA) or "Superfund Sites" as enacted by Public Law 42 United States Code (USC) 1901 et seq. and defined by Title 40 of the Code of Federal Regulations (CFR), Part 300 et seq. All contiguous and non-contiguous acreage (Approx. 915,000 Acres at FWA and Approx 62,000 Acres at FRA), are included in this designation and are being remediated under the DOD Defense Environmental Restoration Program (DERP) . In addition, Fort Greely has been included in the Department of Defense (DOD) Base Realignment and Closure (BRAC) Program and in accordance with DOD policy, is being cleaned-up under the DERP.

In accordance with CERCLA, all known source areas of contamination on these installations have been or are currently under investigation to determine the type and extent of contamination. The acreage addressed in this document contains numerous source areas of known contamination, however, due to the nature and type of training conducted, there is a potential for unidentified contamination to exist within the corridors selected. Historical records indicate that the area now known as the Tanana Flats Training Area was part of an aircraft bombing and gunnery range. This opens the potential for contamination by unexploded ordnance (UXO). Prior to 1986, it was not uncommon for units to leave damaged equipment or empty and partially full drums of petroleum based products, i.e. fuels and lubricants, or chlorinated compounds i.e. solvents, pesticides, and clearing compounds in the training areas. The drums and damaged equipment were seldom retrieved from the field.

For this reason, all work involving the modification of facilities or excavation of any kind shall be coordinated via the USARAK "Work Clearance Permit" a minimum of 5 working days prior to mobilization to the site. Coordination requirements are outlined on the permit.

In addition, if soil or groundwater must be removed from the work site, it shall be containerized in United Nations approved, Performance Oriented Packaging (UN/POP) containers as specified in 49 CFR 178.500, Specifications and Maintenance of Packaging, labeled as non-regulated waste, sampled and analyzed for potential contamination, and moved to an approved storage area. The area shall be approved by the Fort Wainwright Range Control and Public Works Environmental Office prior to usage. **NOTE: Soil and groundwater shall not be removed from any part of the installation without written authorization from a duly appointed USARAK representative.**

If contaminated soils, drums, unexploded ordnance or unusual debris are found on or around the work site, the agency shall stop work immediately and notify the Fort Wainwright Range Control Officer and Public Works Environmental Office. Work at this site will be suspended until the area is cleared by Range Control. For this reason, contractors shall maintain communication with Range Control via two-way radios or portable telecommunication equipment while working in the training area. Purchase or rental of such equipment shall be the responsibility of the contractor conducting the work. The Agency shall coordinate all phases of construction with the Range Control Officer.



DEPARTMENT OF THE ARMY  
PERMIT TO OTHER FEDERAL GOVERNMENT DEPARTMENT OR AGENCY  
TO USE PROPERTY LOCATED ON  
FORT RICHARDSON, ALASKA

No. DACA85-4-00-63

THE SECRETARY OF THE ARMY, hereinafter referred to as the Secretary, hereby grants to the Ballistic Missile Defense Organization, National Missile Defense Joint Program Office, hereinafter referred to as the Grantee, a permit for the phased occupancy and use of Building 977, Attu Hall, together with the adjacent parking lots, on Fort Richardson, for administrative/office type use at the location as identified on Exhibits A and B, hereinafter referred to as the Premises, with rights of ingress and egress thereto. Dates of occupancy and spaces will be coordinated between USARAK and NMD PO. Phase I occupancy is depicted on Exhibit B.

THIS PERMIT is granted subject to the following conditions.

1. This permit is hereby granted for a term of five years, beginning September 15, 2000, and ending September 14, 2005, but revocable at will by the Secretary.
2. All correspondence and notices to be given pursuant to this permit shall be addressed, if to the Grantee, to Program Executive Officer (or his designee, the System Deployment Director or the Site Activation Commander), National Missile Defense Joint Program Office, Suite 809, 1725 Jefferson Davis Highway, Arlington, Virginia 22202-4102, and if to the Secretary, to the District Engineer, US Army Engineer District, Alaska, Attention: Chief, Real Estate Division (CEPOA-RE-RS-MD), Post Office Box 898, Anchorage, Alaska 99506-0898, or as may from time to time otherwise be directed by the parties. Notice shall be deemed to have been duly given if and when enclosed in a property sealed envelope or wrapper addressed as aforesaid, and deposited, postage prepaid, in a post office regularly maintained by the United States Postal Service.
3. The use and occupation of the Premises shall be without cost or expense to the Department of the Army, and under the general supervision and subject to the approval of the Post Commander, Fort Richardson, or his duly authorized representative, hereinafter referred to as said officer and to such rules and regulations as may be prescribed from time to time by said officer.
4. The Grantee acknowledges that it has inspected the Premises, knows its condition, and understands that the same is granted without any representations or warranties whatsoever and without any obligation on the part of the Department of the Army.

General Permit Form  
Sep 30, 1994

5. The Grantee ~~shall~~, at its own expense and without cost or expense to the **Department** of the Army, maintain and ~~keep~~ the Premises in good repair and condition.

6. ~~Any interference with~~ the use of or damage to property under ~~control~~ of the Department of the Army incident to the exercise of the privileges herein granted shall be promptly ~~corrected~~ by the Grantee to the ~~satisfaction~~ of said ~~officer~~.

7. The Grantee ~~shall pay the cost~~, as determined by the officer having immediate jurisdiction over the Premises, of producing or supplying any utilities and/or other services ~~furnished~~ by or through ~~the~~ Department of the Army for the use of the Grantee.

8. No additions to or alter&ions of the Premises shall be made without the prior written approval of the District ~~Engineer~~.

9. On or before the date of expiration of this permit or its relinquishment by the Grantee, the Grantee shall vacate the Premises and remove its property ~~therefrom~~. If, however, this permit is revoked, the Grantee shall vacate the Premises and renove its ~~property therefrom~~ within such time as the District Engineer may designate.

10. The Grantee shall comply with all applicable Federal, state, county and municipal laws, ordinances and regulations wherein the Premises are located.

11. An Environmental **Baseline Survey (EBS)** documenting the known history of the property with regard to the storage, release or disposal of hazardous substances thereon is ~~attached~~ hereto and made a part hereof as Exhibit C. Upon expiration, revocation or relinquishment of this pen-nit, another EBS shall be ~~prepared~~ which will document the environmental condition of the property at that time.

12. It is understood that the requirements of this permit pertaining to maintenance, repair, protection, and restoration of the Premises and reimbursement for utilities and other services, ~~shall~~ be effective only insofar as they do not conflict with any agreement, pertaining to such matters made between local representatives of ~~the Secretary~~ and Grantee in accordance with existing regulations.

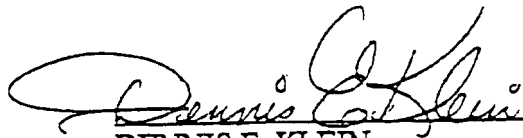
13. Should building modifications be required, appropriate ~~precautions~~ should be followed to maintain LBP and ACM in their ~~current~~ condition. Should removal of ~~these~~ materials be required, they shall be removed and disposed of in accordance with ~~current~~ regulations and guidelines.

14. Due to the possible presence of radon, testing of **Building** 977 is recommended to **determine** whether radon is present.

**THIS** PERMIT is not subject to Title 10, United States Code, Section 2662, **as** amended.

**IN WITNESS** WHEREOF, I **have** hereunto set my hand by authority of the Secretary of the Army this 27th day of September, 2000.

FOR THE DISTRICT ENGINEER:



DENNIS E. KLEIN

Chief, Real Estate Division

U.S. Army **Engineer** District, Alaska

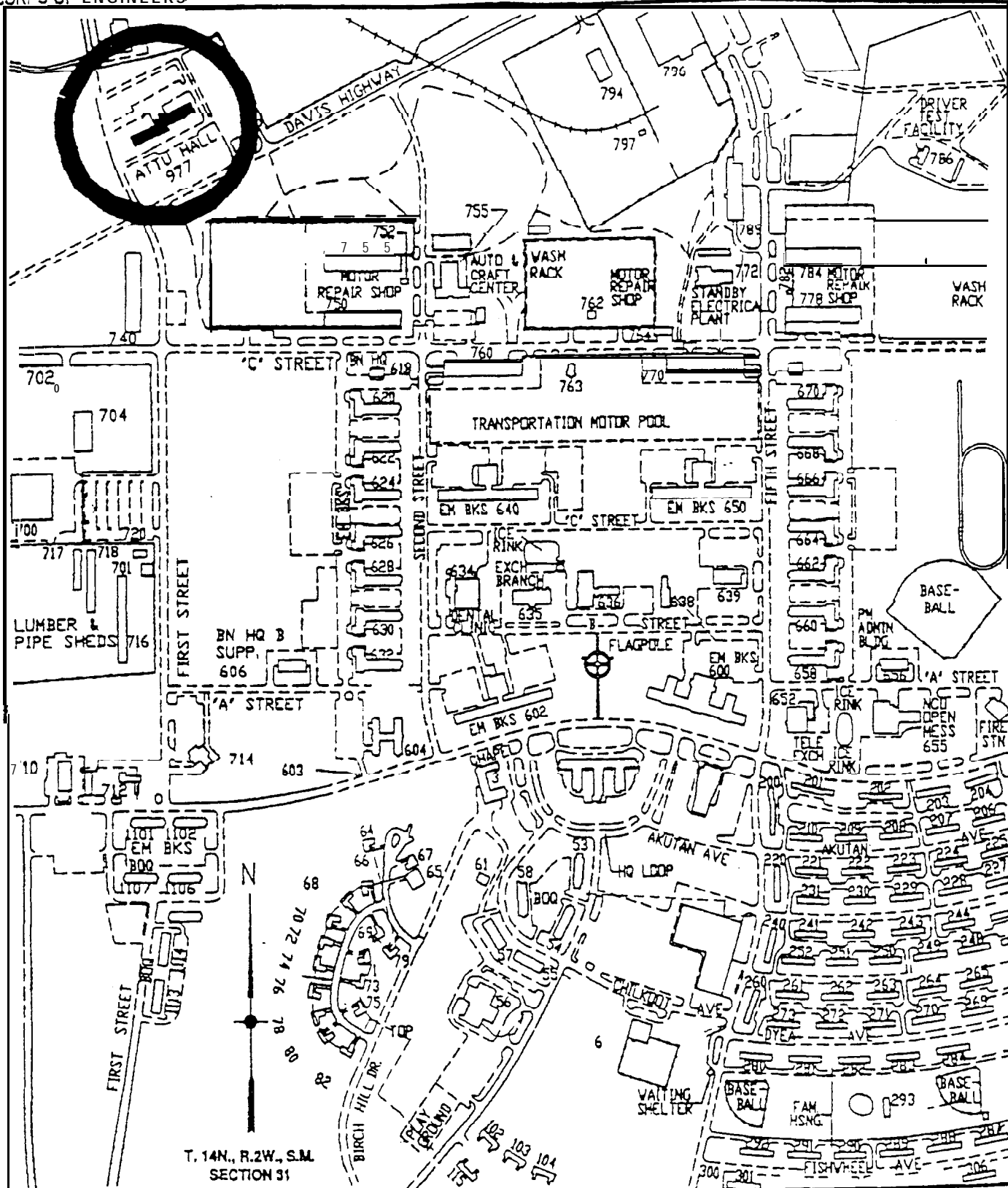
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This permit is also executed by the Grantee this 21st day of September, 2000.

BALLISTIC **MISSILE** DEFENSE  
ORGANIZATION  
NATIONAL MISSILE DEFENSE JOINT  
PROGRAM OFFICE

BY: Harold V. Holmer

TITLE: Deputy for System Deployment



DEPARTMENT OF ME ARMY  
OFFICE OF THE ALASKA DISTRICT ENGINEER  
PACIFIC OCEAN DIVISION

REAL ESTATE

PERMIT TO NMD FOR USE OF SPACE IN ATTU HALL

Fort Richardson, Alaska

DACA85-4-00-63

**EXHIBIT A**